

Examples of Education/Training Sections

EXAMPLE 1:

Education and Professional Development

MBA in Organizational Change and Development/Marketing Regent University, Virginia Beach, VA	2005
Bachelor of Business Administration	2002
Bachelor of Arts: English and Writing, <i>Magna cum Laude</i> Arizona State University, Tempe, AZ	2002
Certified Transformational Leadership Coach	2004
Certified Professional Life Coach	2005
Certified Behavioral Analysis Facilitator	2006
American Society for Training and Development (ASTD)	Current member
Virginia Coaches Association	Current member

EXAMPLE 2:

EDUCATION	Candidate for BS, Organizational Leadership & Management	(Expected grad date)
	Regent University, Virginia Beach, Virginia	GPA: 3.9
	Associate of Arts	2005
	Randolph-Macon College, Ashland, Virginia	GPA: 3.95

ACADEMIC ACHIEVEMENT

- Phi Theta Kappa International Honor Society
- All-Virginia First Academic Team, 2004
- Psi Beta National Honor Society
- National Dean's List – 2003, 2004, 2005
- Randolph-Macon Dean's List – 2003, 2004
- Coca-Cola Collegiate Scholarship – 2005

EXAMPLE 3: Combines recent academic training with military and professional training relevant to the desired job position.

EDUCATION & PROFESSIONAL TRAINING

B.S., Organizational Leadership and Management • GPA: 3.91 Regent University • Virginia Beach, VA	2009
A.A., Biomedical Technology • GPA: 3.5 University of Phoenix • Phoenix, AZ • 1996	1996
Naval School of Health Sciences • Aurora, CO	
▪ Medical Equipment Repairer (Advanced) • GPA: 3.63	1994
▪ Medical Equipment Repairer (Basic) • GPA: 3.51	1989
Navy Leadership Development School, Navy Leader Training Unit, Norfolk, VA	1998
X-ray Procurement and Acceptance Course, USAF, Wichita Falls, TX	1998
Certified Biomed Equipment Tech (CBET) • Intl. Certif. Commission • Virginia	Exp Dec 2008

Regent University
Center for Student Development
Resume Workshop