

## **Resume Piece: Biz Block**

Below are a couple samples of how you might consider adding the BizBlock course to your resume. You could list this under a category such as “Professional Activities” or “Related Coursework”.

### **BizBlock Fall 2011**

**Northern Arizona University  
Flagstaff, Arizona**

Upper division business course that integrated marketing, management, and business communication topics.

- Conducted extensive market research
- Completed a 40-page business plan with pro-forma financial statements
- Learned and used concepts of effective teamwork
- Prepared and gave a professional presentation on the business plan
- Competed at a national competition

### **Bizblock**

**Fall 2012**

Upper division business course that integrates marketing, management, and business communication

- Completed a 90-page business plan with pro-forma financial statements
- Conducted extensive industry and market research
- Learned and applied concepts of effective teamwork and task delegation
- Prepared and gave a professional presentation to investors on the business plan