**First Name Last Name**

City, State • Email Address • Phone Number • LinkedIn URL • Portfolio URL

**EDUCATION**

**University Name (Most recent studies) City, State**

*Master of Business Administration*  Month Year

Cumulative GPA: 3.6/4.0, Major GPA: 3.7/4.0 (if above 3.5)

Clubs you joined, awards, scholarships, and other activities.

**University Name City, State**

*Bachelor of Science in Electric Engineering*  Month Year

Cumulative GPA: 3.6/4.0, Major GPA: 3.7/4.0 (if above 3.5)

Dean’s List, 5 quarters, Alpha Kappa Psi, Freshman Direct (early entrance program), other clubs and activities.

**Relevant Coursework:** Course A • Course B • (Courses relevant to job).

**WORK EXPERIENCE**

**Company Name**  **City, State**

*If it’s a startup or not so well-known company, briefly describe what it does in one sentence.*

*Position Title* Month Year - Present

* Start with verb in past tense, accomplishment, and impact in % or magnitude (double, half, etc.)
* Tailor the bullet points in your resume to the job description.
* Ex: **Developed** a new customized login tool that reduced customer signup time by **30%** and **doubled** the number of customers who signed up in 6 months.

**Company Name**   **City, State**

*Position Title* Month Year - Month Year

* Make sure each bullet point is no longer than 3 sentences.
* Have multiple resumes ready. Make sure that you tailor each resume and to the job and industry.
* You can also use the X-Y-Z formula for the sentences (it’s the same):“Accomplished [X] as measured by [Y], by doing [Z]”
* Ex: Won first place out of 100 teams in a hackathon at [school] by working with two classmates to develop an app that [describe what the app does].
* Ex: Increased revenue for 5 local startups by 15% over the last year by developing a new application that enables them to increase their sales funnel.

**LEADERSHIP ACTIVITIES *(This section only applies if you are a student – remove this text)***

**Student Organization**, *Position, or role* Month Year - Present

* Highlight leadership skills, participation and/or accomplishments
* Ex: Surveyed 100 students and leveraged survey findings to plan the Technology conference on campus, receiving over 500 students and 20 speakers.

**Event, Case Competition or Project,** *Position or Role*Quarter Year

* Describe the event or project.

**Activity,** *Position or Role*  Quarter Year

* Add any extra information of activities that you did on campus (sports, clubs, etc.)

**ADDITIONAL INFORMATION**

**Certifications / Honors:** Scholarships, Awards, Academic

**Skills:** Software, technical skills, and language skills (Avoid soft skills “keyword stuffing” e.g., avoid adding things such as “Leadership”, “teamworking”, etc.)

**Interests:** Add something interesting about you – This can help break the ice with your interviewers

**Volunteer:** Add any volunteering opportunities that you do.

**Language**: (Optional) add languages that you currently speak, specially if they are relevant to the position.