NAME

(608) 555-5555 • linkedin.com/in/PERSONALURL • youremail@email.com

PROFILE (OPTIONAL)

*Describe yourself in 2-4 sentences that summarizes your career history, skills and unique experiences. Profile sections work best for those with varied career history or a seemingly non-cohesive story.* ***If you are a career-switcher, we highly recommend adding a profile to explicitly call out the fact that you switching careers along with your motivation for changing careers / what you want to do next.***

EDUCATION

University of Wisconsin-Madison, Wisconsin School of Business, Madison, WI YYYY – YYYY

*Master of Business Administration Candidate*

* Specialization:
* Key Coursework (optional): (Add these in when you know which ones are relevant)
* Recipient (optional), (this is where you can put any merit aid, scholarship or project assistantship)
* Others (optional): GMAT (if over ~680), Student Leadership

University of - - - -, City, State YYYY – YYYY

*Bachelor of - - - -*

* Major:
* More details (student leadership, study abroad, other involvement)

PROFESSIONAL EXPERIENCE

Company Name, City, State MM/YY – MM/YY

*Job Title*

* What you did *(action),* how you did it *(process/teamwork),* what was the result *(try to quantify)*
* What you did *(action),* how you did it *(process/teamwork),* what was the result *(try to quantify)*
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* *Example: Overhauled internal media strategy for Chicago-market brands including campaign planning, media placement and inventory management for 40+ publications and 5+ websites, reducing ink and paper costs for in-house campaigns by 40% while maintaining campaign effectiveness.*

Company Name, City, State MM/YY – MM/YY

*Job Title*

* What you did *(action),* how you did it *(process/teamwork),* what was the result *(try to quantify)*
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* *Example: Developed a framework for assessing and quantifying a potential candidate’s suitability for vacant positions with our clients resulting in a 90% retention rate for the placed candidates after an average of 6 months.*

Company Name, City, State MM/YY – MM/YY

*Job Title*

* What you did *(action),* how you did it *(process/teamwork),* what was the result *(try to quantify)*
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* *Example: Oversaw an annual six-week summer program for 600+ students that builds academic, communication and leadership skills; resulted in students obtaining ACT scores of four points on average higher and a program college matriculation rate roughly 46% above their peers in Wisconsin.*

ADDITIONAL HEADING

\*EXAMPLE HEADERS: *Community Involvement, Leadership, Technology, Professional Training/Certifications/Licenses, Professional Memberships/Associations, Technical Experience, Software Knowledge, Interests and Activities, Languages*

* Certificates: XXX
* Languages: XXX
* Software and Tools: XXX

ADDITIONAL HEADING

\*EXAMPLE HEADERS: *Community Involvement, Leadership, Technology, Professional Training/Certifications/Licenses, Professional Memberships/Associations, Technical Experience, Software Knowledge, Interests and Activities, Languages*

* Interests: XXX
* Volunteer Activities: XXX