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| --- | --- |
| **YOUR NAME**  Your Address⏐Your Phone⏐Your Email | |
| **PROFILE** | |
| * This section should address “what you want to do”, i.e. “MBA student seeking a position in corporate finance” * You may also use this section to list your skill set and/or highlight your overall strengths and experience * Tailor this section as appropriate for the position or company you are submitting your resume to   **EDUCATION** | |
| **Purdue University, Krannert School of Management**  ***Degree Granted***  Concentrations: List appropriate concentrations (no more than 2) | **West Lafayette, IN**  **Month Year** |
| * Scholarships, Fellowships and awards * Note name of study abroad program (if applicable) | |
| **Your Undergraduate Institution Here**  ***Degree Granted, Name of Major, GPA X.X/4.0*** | **City, State**  **Month Year** |
| * Note Dean’s list and Magna/Summa Cum Laude * Scholarships, Fellowships and awards * Note name of study abroad program (if applicable) | |
| **PROFESSIONAL EXPERIENCE** | |
| **Company Name 1**  ***Job title #1*** | **City, State**  **Month Year – Month Year** |
| * Start with action verb and include results or potential results if possible * Start with action verb and quantify effort * Use two to five bullets | |
| ***Job title #2*** | |
| **Company Name 2**  ***Job title*** | **City, State**  **Month Year – Month Year** |
| * Start with action verb and include results or potential results if possible * Start with action verb and quantify effort * Use two to five bullets | |
| **Company Name 3**  ***Job title*** | **City, State**  **Month Year – Month Year** |
| * Start with action verb and include results or potential results if possible * Start with action verb and quantify effort * Use two to five bullets | |
| **LEADERSHIP ACTIVITIES, AFFILIATIONS, HONORS** | |
| * List any memberships, activities, affiliations, honors and awards * Showcase any volunteerism or individual accomplishments * List additional skills, certifications and language fluency | |