YOUR NAME HERE

Street Address, Apartment Number • City, State Zip Code
Telephone • UA E-mail • LinkedIn Profile

PROFILE SUMMARY

- 3-4 points…Opportunity to provide overview of the skills and experiences that make you unique. Be specific!
- Emphasize career highlights and key strengths, describe transferrable skills, and clarify career objective.
- Tailor to each position you are applying to. Make connection between the attributes you have to offer and the job requirements.

EDUCATION

University of Arizona, Eller College of Management, Tucson, AZ   Month & Year
Master of Business Administration Candidate
- Concentration: [Insert concentration area, if applicable]
- Honors, GMAT, GPA, Certifications, Assistantships, Leadership of Student Organizations, etc.

Undergraduate Institution, City, State   Month & Year
Other Degree, Major
- Honors, GPA, Certifications, Athletics, Assistantships, etc.

PROFESSIONAL EXPERIENCE

Company Name, City, Abbreviate State (Or List Country)   Month Year – Month Year
Position Title
- Achievements…..2-4 points… Describe actions and results related to projects and tasks performed. Each bullet should cover skill,context, and result.. Use action verbs and quantify results. Avoid providing a list of JOB TASKS.
- Highlight the skills, knowledge and abilities that are most relevant to the role you are applying for
- Utilize the STAR format. SITUATION/TASK: Define a specific project, task or issue…ACTION(S): What were YOUR contributions, accountabilities, deliverables in this situation…RESULTS: What were the outcomes.achievements of this effort? (whenever possible, provide measurable outcomes, eg: increased profits by X%, etc)

Company Name, City, Abbreviate State (Or List Country)   Month Year – Month Year
Position Title
- Achievements…..2-4 points
-

Company Name, City, Abbreviate State (Or List Country)   Month Year – Month Year
Position Title
- Achievements…..2-4 points
-

Company Name, City, Abbreviate State (Or List Country)   Month Year – Month Year
Position Title
- Achievements…..2-4 points
-

ADDITIONAL INFORMATION

- List Leadership, Personal Achievement, Community Involvement   Month Year – Month Year
- Technical or Special Skills, Language Proficiencies
- Something that tells me about you as a person (but isn't personal). For example: Avid marathon runner; competed in Boston & Chicago Marathons since 2001