

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

Commented [Eller CM1]: Providing your LinkedIn Profile is optional. If you decide to provide it, make sure your LinkedIn Profile is updated and is properly aligned with the information provided in your resume.

Commented [Eller CM2]: This section is optional, although recommended to help the employer quickly understand who you are and how your skills fit their needs.

The profile summary is an opportunity to frame your resume by providing a brief overview of your skills and experiences. The summary should be 3-4 bullet points.

Commented [Eller CM3]: Concentration areas at the UA include: Entrepreneurship, Finance, General Management, Healthcare, Marketing, and MIS.

You do not need to include a concentration area

Commented [Eller CM4]: Be sure to start each bullet with an action verb. For your current position use the present tense, for all other positions, use past tense.

Commented [Eller CM5]: All statements should be results-oriented. The STAR format is one method to use. Another way to think about results-oriented statements is to consider the following questions:

- What did I do?
- How did I do it?
- What were the results?

Statements should include quantifiable outcomes, when possible. Be specific with your results.

Commented [Eller CM6]: Defining language proficiency can be difficult. Some commonly used descriptors include: conversational, intermediate, fluent, and native. The US Dept. of State uses the terms: elementary proficiency, limited working proficiency, minimum professional proficiency, full professional proficiency, and native proficiency. For more info visit their website at:
http://careers.state.gov/gateway/lang_prof_def.html