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