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| **PURDUE PETE**  West Lafayette, IN 47906xxx-xxx-xxxxpurduepete@purdue.edu | |
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| **EDUCATION** | |
| **Purdue University, Mitchell E. Daniels, Jr. School of Business**  ***Bachelor of Science, Management*** | **West Lafayette, IN**  **May 2021** |
| Concentrations: List appropriate concentrations | |
| * Honors College, The Cornell A. Bell Business Opportunity Program (BOP), etc.   \*These are academically related programs. If you have additional involvement and/or leadership in these programs, you may choose to put it in a Leadership and Involvement section instead.   * Add GPA if desired | |
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| **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 | |
|  | |
| **Company Name 2**  ***Job title #2*** | **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 #3*** | **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 AND INVOLVEMENT** | |
| * List any organizational memberships, activities, or affiliations * Highlight leadership roles, examples of problem solving and teamwork * Consider using the same format as in the ‘Professional Experience’ section so your activities are listed as entries | |
|  | |
| **COMMUNITY SERVICE/VOLUNTEERISM** | |
| * Showcase any volunteerism or individual accomplishments that are service oriented * Highlight leadership roles, examples of problem solving and teamwork * Consider using the same format as in the ‘Professional Experience’ section so your activities are listed as entries | |
|  | |
| **ADDITIONAL EMPLOYMENT** | |
| * List any positions/work experience you have held that are not directly related to your career pursuits * Use two to five bullets to highlight transferrable skills you developed * Use the same format you use in the ‘Professional Experience’ section | |
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| **RELEVANT SKILLS** | |
| * Highlight any additional skills that have not previously been mentioned (language, technical, etc.) | |
|  | |
| **LICENSURE AND CERTIFICATIONS** | |
| * Include unique certifications that make you different from other candidates | |
|  | |
| **OTHER SECTIONS YOU WANT TO INCLUDE THAT ARE UNIQUE OR DIFFERENT** | |
| * Include in a list or in bullet form | |