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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
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| **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
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