

CLICK HERE TO ENTER NAME

Enter Street Address • Enter City, State Zip code • Enter Phone Number • Enter email address • Enter LinkedIn url

EDUCATION

LETOURNEAU UNIVERISTY, LONGVIEW, TX

Expected June 20XX

Master of Business Administration

Click **here** to insert concentration(s)

Click here to insert GPA if 3.5 or better (after first semester), eg. GPA 3.8/4.0

CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY

Click **here** to insert Bachelor of Arts or Science, Field of Study

Insert month and year of degree

Click **here** to insert GPA (or class rank), example format: GPA 3.75/4.0

Class rank example format: Graduated First Class with Distinction (if relevant)

EXPERIENCE

CLICK HERE TO INSERT COMPANY NAME

City, State (or City, Country if non-U.S. location)

Click **here** to insert title

Month/Year - Month/Year (example: 10/20XX - 05/20XX)

- Click here to insert details regarding position. Consider the business impact you made, showcase relevant success
- Focus on **accomplishments and skills**
- Start all bullet statements with **action verb**
- Show **results and quantify** when appropriate

CLICK HERE TO INSERT COMPANY NAME

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SKILLS

Click **here** to list computer hardware, software and languages. Foreign languages can be added here or create a new section.

List relevant skills to your industry, i.e. programming languages, social media, photography, Advanced Excel Modeling, etc.

ADDITIONAL DATA

Click **here** to insert language skills, other honors, activities, interests, leadership, volunteer work, etc.

Note: Change heading (of ADDITIONAL DATA) to an appropriate title that describes the similar entries in this section.

For example: If only listing activities change to ACTIVITIES. Other options include LEADERSHIP, HONORS, PROFESSIONAL AFFILIATIONS, LANGUAGE SKILLS, RESEARCH. Consider having a PROJECTS section. Determine where this section should sit on your resume depending on relevance.