|  |  |  |  |
| --- | --- | --- | --- |
| **First Name Last Name**  Street Address include Apt #, Ithaca, NY 14850  607-555-5555 [youremail@cornell.edu](mailto:youremail@cornell.edu) | | | |
|  |  | |  |
| **Education** | **Johnson at Cornell University** | **Ithaca, NY** | |
|  | Master of Business Administration, May 2014 | |  |
|  | Immersion; GMAT 700 (only put if 700 or above) | |  |
|  | Officer/Member, Name of Clubs; continue with Clubs divided by semicolons or commas | |  |
|  |  | |  |
|  | **Undergraduate College** | **City, ST** | |
|  | Bachelor of XX , Month 19XX | |  |
|  | Highlight only major leadership or major achievements using only one line | |  |
|  |  | |  |
| **Experience** | **Company Name** | **City, ST** | |
| 2010-2012 | ***Position Title*** *(most recent title with company)* | |  |
|  | Depending on responsibilities you may want to write 1-2 lines here describing essence of your work, followed by bullet points below | |  |
|  | * [Refer to pages 22-27 in the Johnson School Career Workbook] | |  |
|  | * Highlight accomplishments in this space; resumes are not job descriptions | |  |
|  | * Start your sentence with an action verb, not a passive one | |  |
|  | * Use past-tense verbs to show what you have accomplished | |  |
|  | * Quantify results as much as possible | |  |
|  | * Use key words that will catch a recruiter’s eye | |  |
|  |  | |  |
| 2007-2010 | **Company Name** | **City, ST** | |
|  | ***position Title*** | |  |
|  | * Emphasize accomplishments that are relevant to the job you want | |  |
|  | * Be specific—omit unnecessary words and sentences | |  |
|  |  | |  |
| 2005-2007 | **COMPANY NAME** | **City, ST** | |
|  | ***Position Title*** | |  |
|  | * Write without reference to the first person (“I,” “me,” or “my”) | |  |
|  | * Enter the R (result) from your PAR | |  |
|  |  | |  |
| **Skills/** | Language Skills, Certifications, etc., if relevant to desired position | |  |
| **Awards** | [If fewer than two outstanding entries, omit this section] | |  |
|  |  | |  |
| **Personal** | * Put personal interests that will distinguish you from other applicants here, can use commas | |  |
|  | * Volunteer service, miscellaneous leadership; can separate commas | |  |
|  | * If no “Skills/Awards” section, you may put more information here | |  |