|  |
| --- |
| **First Name Last Name**Street Address include Apt #, Ithaca, NY 14850607-555-5555 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
 |  |