**Profile**

If this section grabs the employer they will keep on reading. It should include a bit about your experience and either a general objective stating what you are seeking, or one that is targeted to an actual job opening.

**See these 3 Examples below:** (Create a sentence **based on your experience** and job-target)

1. Master of Business Analytics candidate seeking a mid level staff position to utilize my analytical and quantitative acumen in pursuit of a career in the xyz industry.

2. ABC Professional seeking a consultant position performing business analytics that utilizes and merges my experience and Master of Business Analytics expected June 2020.

The Specialty ‘buzz’ words below should always **be truthful to your experience** and ideally some or all match the job description**.** These will also help your resume get through computerized resume screening devises. These are all examples - **only use the specialties applicable to your experience**, one or two lines maximum.

**Specialties:** Budgeting, Forecasting, Finance, Asset Allocation, Accounting, Data Analysis, Research, DCF, IRR, NPV, Process Improvement, Team Building, Auditing, Credit Analyzing, Tax Statements, Excellent Verbal & Written Communication, Ability to Work in Fast Pace Environments, Team-Oriented, Independent Self Starter

**Leadership:** Team Building, Cross-Functional Collaboration, Organizational Communications, Presentations

if you only have 1 line of specialties, then use these Leadership ones *within Specialties* instead of separately

**Technologies:** Microsoft Office Suite, SAP, Bloomberg,Adobe Products, whatever is applicable to you

**Bilingual:** English & Spanish Or Tri-Lingual... whatever is applicable to you, leave off if not applicable

**Education**

If you have more or less education, add or eliminate as needed. If you have licenses or certifications, you can list them here under your degrees, & rename the section accordingly: Education & Certifications (or whatever is applicable)

**Master of Business Analytics,** Expected June 2020

University of California Davis, Graduate School of Management

**Bachelor of Science, Business**, Date **(GPA #.#)**

Name of College

**Licensure:** list here ... remove if not applicable

**Analytics & Leadership Experience** Choose 2 from your Specialties that apply to your jobs

**Job Title**, **ABC Company**, City, State, Dates **Choose which you want to list first - title or company** based on what is most applicable to what you are applying to – then keep consistent throughout resume.

**Multiple positions at the same company option:** you can start with your Company and stack all your titles under that with dates. When combining jobs use most impactful bullets from each job with no more than 10-12 bullets.

*You can add a 1 or 2 line italicized blurb about your company (from their About Us Page) edited to sound most impressive with market share, years in business, revenue, Fortune 100... Do this for all of your companies or not at all.*

* Begin with present tense action verbs unless project was in the past. It’s OK to mix tenses for current jobs.
* Detail **Accomplishments & Results: Quantify** (# $ %) **Qualify** (descriptors, programs used, tasks involved, businesses or high profile clients’ names with whom you worked, product lines, propriety software).
* Use actual numbers as opposed to spelling them out *so that the quantified details stand out as much as possible*
* Oversee...... resulting in …..an accomplishment
* Manage....... resulting in …..an accomplishment
* Spearheaded…. resulting in….an accomplishment

**Job Title**, **ABC Company**, City, State, Dates Make sure this is consistent with all the jobs on your resume

* Begin with past tense action verbs for all past jobs.
* Oversaw....... resulting in …..an accomplishment....
* Executed......... resulting in …..an accomplishment.....
* Spearheaded…..... resulting in……..an accomplishment …

**Additional Qualifications** Rename this to be consistent with what you use below in this section.

**Community Service? Awards? Affiliations? Memberships? Publications?**

**Use this footer if you have a 2pg resume. Remove it entirely if only a 1pg resume** (double click on it, then remove it).