

**[YOUR NAME]**

[Street Address], Apartment [...]

[City], [State] [zip]

Tel: 000-000-0000

E-mail: [...]@stern.nyu.edu

Education:	<b>NEW YORK UNIVERSITY</b> <b>Leonard N. Stern School of Business</b> Master of Business Administration, [month year of anticipated graduation] Specialization[s] in [...] - up to 3 areas <ul style="list-style-type: none"><li>• [officer title, club – if applicable]</li><li>• [member, clubs – if applicable]</li><li>• [other school activities, awards – if applicable]</li></ul>	New York, NY
	<b>[UNDERGRADUATE SCHOOL]</b> Bachelor of [...], [degree], [month year of graduation] <ul style="list-style-type: none"><li>• [distinctions e.g., <i>cum laude</i> – if applicable]</li><li>• [other school activities, awards – if applicable]</li><li>• [other school activities, awards – if applicable]</li></ul>	City, State
Experience: [year]–[ year]	<b>[MOST RECENT EMPLOYER]</b> <b>[Job Title]</b> <ul style="list-style-type: none"><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li></ul>	City, State
[year]–[ year]	<b>[FIRM]</b> <b>[Job Title]</b> <ul style="list-style-type: none"><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li></ul>	City, State
[year]–[ year]	<b>[FIRM]</b> <b>[Job Title]</b> <ul style="list-style-type: none"><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li><li>• [relevant skill]</li></ul>	City, State
Additional:	<ul style="list-style-type: none"><li>• [for international students that are a Permanent US Resident, state Permanent US Resident here]</li><li>• Languages: [language] (fluent, proficient, basic) and [language] (fluent, proficient, basic) [if applicable]</li><li>• [organizations, affiliations – if applicable]</li><li>• Interests include: [...], [...] and [...]</li></ul>	