

FIRST NAME LAST NAME

Street Address include Apt #, Ithaca, NY 14850

607-555-5555 youremail@cornell.edu

Education	CORNELL UNIVERSITY, Johnson Graduate School of Management Master of Business Administration, May 2010 Immersion (optional) Officer/Member, Name of Clubs; continue with Clubs divided by semicolons or commas	Ithaca, NY
	UNDERGRADUATE COLLEGE Bachelor of XX , Month 19XX Highlight only major leadership or major achievements using only one line	City, ST
Experience	COMPANY NAME <i>Position Title (most recent title with company)</i> Depending on responsibilities you may want to write 1-2 lines here describing essence of your work, followed by bullet points below. <ul style="list-style-type: none">• [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	City, ST
2005-2008		
2002-2005	COMPANY NAME <i>Position Title</i> <ul style="list-style-type: none">• Emphasize accomplishments that are relevant to the job you want• Be specific—omit unnecessary words and sentences	City, ST
2000-2002	COMPANY NAME <i>Position Title</i> <ul style="list-style-type: none">• Write without reference to the first person (“I,” “me,” or “my”)• Enter the R (result) from your PAR	City, ST
Skills/ Awards	Language Skills, Certifications, etc., if relevant to desired position [If fewer than two outstanding entries, omit this section]	
Personal	<ul style="list-style-type: none">• 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	