

[YOUR NAME]

[Street Address], Apartment [...]

[City], [State] [zip]

Tel: 000-000-0000

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

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