Name Last Name

[name.lastname@gmail.com](mailto:name.lastname@gmail.com)

phone: 55-11 55555555

Rua Leandro Dupret 55555/555 04025-010 Sao Paulo, SP Brazil

# Education

Bachelor in Business Administration Name of SCHOOL/COLLEGE – CITY 1994-1998

# Experience

COMPANY 1 – ADD brief description of the employer\* 2002 to present

## Current Position

* Accomplishments
* Describe your activities, DO this, that, and that. Supervise three trainees in doing this… Results.
* Any figures. Sales Results, give details
* Same thing.
* Activities taken as soon as you joined

NAME of COMPANY 2 – Add brief description of the employer\* 2000 to 2002

## Position

* Accomplishments
* Describe your activities, DID this, that, and that. Supervise three trainees in doing this… Results.
* Any figures. Sales Results, give details
* Promotions.
* Activities taken as soon as you joined

NAME of COMPANY 3 – Add brief description of the employer\* 1999 to 2000

## Position

* Accomplishments
* Describe your activities, DID this, that, and that. Supervise three trainees in doing this… Results.
* Any figures. Sales Results, give details
* Activities taken as soon as you joined

NAME of COMPANY 3 – no need to describe because it is same as above 1997 to 1998

## Intern

* Show what you learned and the importance of this as your first job, even as an intern.
* Describe your activities, DID this, that, and that. Excelled in doing … Mention results.

### Additional information

Courses and prizes, titles, extra-curricular activities, volunteer or community work, language skills, hobbies, and everything you may find RELEVANT for the committee to know and learn further about you.

Remember to be succinct, straightforward. Your resume must be easy to read and follow. You may want to include your GMAT score if outstanding (730+)

\* mainly *if not worldwide known. If you work for General Motors or Citibank, no explanation is needed.*

Name Last Name

[name.lastname@gmail.com](mailto:name.lastname@gmail.com)

phone: 55-11 55555555

Rua Leandro Dupret 55555/555 04025-010 Sao Paulo, SP Brazil

# Education

1994-1998

Bachelor in Business Administration Name of SCHOOL/COLLEGE CITY NAME

# Experience

2002 to present

COMPANY 1 – ADD brief description of the employer\* CITY NAME

## Current Position

* Accomplishments
* Describe your activities, DO this, that, and that. Supervise three trainees in doing this… Results.
* Any figures. Sales Results, give details
* Same thing.
* Activities taken as soon as you joined

2000 to 2002

NAME of COMPANY 2 – Add brief description of the employer\* CITY NAME

## Position

* Accomplishments
* Describe your activities, DID this, that, and that. Supervise three trainees in doing this… Results.
* Any figures. Sales Results, give details
* Promotions.
* Activities taken as soon as you joined

1999 to 2000

NAME of COMPANY 3 – Add brief description of the employer\* CITY NAME

## Position

* Accomplishments
* Describe your activities, DID this, that, and that. Supervise three trainees in doing this… Results.
* Any figures. Sales Results, give details
* Activities taken as soon as you joined

1997 to 1998

NAME of COMPANY 3 – no need to describe because it is same as above CITY NAME

## Intern

* Show what you learned and the importance of this as your first job, even as an intern.
* Describe your activities, DID this, that, and that. Excelled in doing … Mention results.

### Additional information

Courses and prizes, titles, extra-curricular activities, volunteer or community work, language skills, hobbies, and everything you may find RELEVANT for the committee to know and learn further about you.

Remember to be succinct, straightforward. Your resume must be easy to read and follow. You may want to include your GMAT score if outstanding (730+)

\* mainly *if not worldwide known. If you work for General Motors or Citibank, no explanation is needed.*