**JSOM GRADUATE RESUME TEMPLATE (remove prior to using)   
First and Last Name**

Phone Number; email address

Customized LinkedIn URL

**EDUCATION**

**The University of Texas at Dallas** Graduation Month & Year  
*M.S./MBA, Major Name*  **GPA***B.S./B.A., Major Name*Honors/Scholarship(s)

**Additional University/College name (if applicable)** Graduation Month & Year  
*B.S./M.S./B.A./MBA, Major Name*;Minor (if available)  **GPA**

**BUSINESS EXPERIENCE**

**Company Name** Start month & year – End month & year or present

*Position Title*

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**Additional Company Name (if applicable)** Start month & year – End month & year or present

*Position Title*

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**ACADEMIC PROJECT**

**Class Name** Start month & year – End month & year or present

* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)
* [Action verb] followed by accomplishments including metric(s)

**COMPETITIONS, LEADERSHIP & ORGANIZATIONS**

**Organization, School name** – Position *Title (if applicable)*  Start month & year – End month & year or present **Organization, School name** – Position *Title (if applicable)* Start month & year – End month & year or present **Organization, School name** – Position *Title (if applicable)* Start month & year – End month & year or present  **TECHNICAL SKILLS** ***(Optional)***  
*Languages: [Insert proficiencies with programming, e.g. C++]  
Tools: [Insert expertise in beneficial programs, e.g. Advanced Microsoft Excel, or SAP]*  
 **ADDITIONAL INFORMATION***Technical: Additional certifications or skills (If technical skills section not used)*

*Languages: Additional languages spoken (conversational, advanced, or fluent)*

*Eligibility: Select applicable verbiage* (USPR) Eligible to work in the U.S. with no restrictions OR (Visa) Eligible to work in the U.S. for internships and for full-time employment for up to 12 months (non-STEM only) or 36 months (STEM only) without sponsorship