**FIRST NAME LAST NAME**

Telephone Number • Email Address (use Stanford address)

Summary

Optional: Summary paragraph highlighting your accomplishments, experience, tuned to target job/role. Key Accomplishments or skills can be included with bullets.

Experience

**Organization Name (bold either company name or title, not both)** City, State/Country

One line organization description, but don’t include for recognized firms

Job Title Start Year Worked – End Year Worked

Responsible for……

* Brief description of accomplishments, with concrete actions and quantifiable results (typically 3-5 bullet points) Include budget, number of people managed, revenue, change in revenue, etc.

Job Title Year Worked – Year Worked

Responsible for……

* Brief description of accomplishments, with concrete actions and quantifiable results (typically 3-5 bullet points) Include budget, no. of people managed, revenue, change in revenue

**Organization Name** City, State/Country

Brief organization description, if necessary

Job Title Year Worked – Year Worked

Responsible for……



Additional Experience (anything older than 10 years)

**Organization Name. Title**

**Organization Name. Title**

Education

**Stanford Graduate School of Business**, Sloan Fellow, Stanford MSx Program, 2014

* A one-year, full-time degree program for experienced leaders

**Degree Institution,** Degree Name, Subject Area, Year (may omit year if over 50 years of age)

Additional

* Language competencies
* Community service

(NOTE: If your resume is 2 pages, put your name on the top or bottom of page 2.)