

NAME
(CENTERED, BOLD, UPPER CASE, 2 POINTS LARGER THAN TEXT)

Street Address
 Durham, NC 27777
 (919) 555-5555
 E-Mail: doe@mail.duke.edu

Education (Bold, Capitalized, Lower Case)

- 1999 – 2001 **THE FUQUA SCHOOL OF BUSINESS, Duke University**, Durham, NC
 Candidate for the degree of Master of Business Administration in May 2001.
 List membership in MBA clubs and other extracurricular activities which stress leadership. Order club activities in terms of job preferences.
- 1990 – 1994 **UNDERGRADUATE INSTITUTION**, City, State
 Degree received, date. List honors, extracurricular activities that are related to positions of leadership.

Experience (Bold, Capitalized, Lower Case)

<div style="border: 1px solid black; padding: 5px; width: 100px;"> Format Choice #1: Bullet style </div>	<p>1997 - 1999 NAME OF EMPLOYER, City, State <i>Job Title (Bold, Italic)</i></p> <ul style="list-style-type: none"> • Describe accomplishments and tasks related to career objective. • Use action words and phrases to highlight accomplishments. • Quantify whenever possible and appropriate. <p>1994 - 1997 NAME OF EMPLOYER, City, State <i>Job Title (Bold, Italic)</i></p> <p>Describe accomplishments and tasks related to career objective. Use action words and phrases to highlight accomplishments. Quantify whenever possible and appropriate.</p>
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Additional (Bold, Capitalized, Lower Case)

Information Include brief list such as languages, travel, and interests.

Font Size Requirements:
 10, 11, or 12 points throughout (with name 2 points larger)

Margin Requirements (all):
 Minimum .75"
 Maximum 1.00"

