

**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)**

Format  
Choice  
#1:  
Bullet  
style

1997 - 1999    **NAME OF EMPLOYER**, City, State  
***Job Title (Bold, Italic)***  
• Describe accomplishments and tasks related to career objective.  
• Use action words and phrases to highlight accomplishments.  
• Quantify whenever possible and appropriate.

Format  
Choice  
#2:  
Paragraph  
style

1994 - 1997    **NAME OF EMPLOYER**, City, State  
***Job Title (Bold, Italic)***  
Describe accomplishments and tasks related to career objective. Use action words and phrases to highlight accomplishments. Quantify whenever possible and appropriate.

**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"

