

[Name]

[Physical Address]

[Phone Number] | [Email Address]

EDUCATION

[Business School Name]

Master of Business Administration

[City], [State/Country]

Expected [Graduation Date]

[University Name]

Bachelor of [Arts/Science] in [Major]

[City], [State/Country]

[Graduation Date]

PROFESSIONAL EXPERIENCE

[Company Name]

[Position Title], [Group Name]

[City], [State/Country]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- Selected [Client / Project / Transaction] Experience:
 - [Client #1]
 - [Advised client on business development strategy and recommended xx; client later adopted and earned xx% return]
 - [Client #2]
 - [Led team of xx to present acquisition opportunities to client; selected xx to explore further]

[Company Name]

[Position Title], [Group Name]

[City], [State/Country]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- Selected [Client / Project / Transaction] Experience:
 - [Project #1]
 - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
 - [Project #2]
 - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
 - [Project #3]
 - [Created xx new method for doing xx; led to increased efficiency / sales]

[Company Name]

[Position Title], [Group Name]

[City], [State/Country]

[Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Led team's efforts to do xx by creating/managing xx; resulted in increased profits / cost savings]
- [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]
- [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in [xx]; Conversational Proficiency in [xx]

Activities: [Student Clubs, Volunteer Work, Independent Activities, Professional Organizations]

Interests: [Keep this to 1-2 lines and be specific; do **not** go overboard]