**Name**

City, State | Phone Number | TAMU Email Address

**EDUCATION**

**Texas A&M University, Mays Business School** City, State/Country

*Master of Science in Specialization Area* Month and Year of Graduation

Or *Master of Real Estate/Financial Management* (as applicable)

**University Name** City, State/Country

*Bachelor of Degree in Major* Month and Year of Graduation

GPA: x.xx/4.0

Honors**:** xx

**EXPERIENCE** (This section should show value-added and accomplishments, not just job responsibilities/duties)

**Company Name** City, State/Country

*Position Title, Group Name if Appropriate* Start Month and Year – End Month and Year

If your employer is not well known, include brief description of company and product/services provided

* A verb (your action) + context+ accomplishment (result)= formula for bullet points
* Example: Led team’s efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings
* Example: Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx
* Example: Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments

**Company Name** City, State/Country

*Position Title, Group Name* Start Month and Year – End Month and Year

If your employer is not well known, include brief description of company and product/services provided

* A verb (your action) + context + the accomplishment or result = formula for bullet point
* Example: Led team’s efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings
* Example: Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx

**LEADERSHIP** (This section title may vary depending on your background. Do not include employer related experience in this section.)

**Organization Name** City, State/Country

*Position Title* Start Month and Year – End Month and Year

* Summary sentence stating what you did and the overall results of your work
* Recruited over xx members to club with promotional campaign
* Organized conferences, speaker events and community events

**SKILLS, ACTIVITIES & INTERESTS** (Section title may vary based on your individual situation, not all items below are necessary)

**Languages:** Fluent in xx; Conversational proficiency in xx

**Technical Skills:** List any programming languages, etc.

**Certifications & Training**: Any extra courses or programs relevant to your career pursuits

**Activities:** Student Clubs, Volunteer Work, Independent Activities

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