**NAME (FIRST LAST)**

Address 1 • City, State Zip Code • (XXX) XXX-XXXX • XXXXX@american.edu • LinkedIn URL

**EDUCATION**

**American University, Kogod School of Business, Washington, DC**

*STEM Master of Business Administration**Graduation Month Year*

* List Scholarships, Honors, Accolades, etc. if applicable
* List Major Projects, if applicable
* List Memberships in Clubs and Offices Held, if applicable
* Relevant Coursework, if applicable

**[If applicable] Other graduate school**, **City, ST, Country (if not US)**

*Degree Awarded, Concentration**Month Year*

* Noteworthy Experiences (as listed above)

**Undergraduate School,** **City, ST, Country (if not US)**

*Degree Awarded, Concentration**Month Year*

* Distinguished Academic Awards (i.e. Dean’s List, *magna cum laude*, etc.)
* Student-Athlete Experiences
* Internships, Study Abroad and/or other Noteworthy Experiences

**EXPERIENCE**

**Company** **City, State**

*Title**Month Year - Month Year*

* Specific and relevant accomplishments, projects, experiences and results beginning with action verbs (provide a brief description of company if not well-known)
* Accomplishment #2 in problem/project, action, result format. Quantify and qualify your accomplishment
* Accomplishment #3 in problem/project, action, result format. Quantify and qualify your accomplishment
* Accomplishment #4 in problem/project, action, result format. Quantify and qualify your accomplishment

**Company** **City, State**

*Title**Month Year - Month Year*

* Specific and relevant accomplishments, projects, experiences and results beginning with action verbs (provide a brief description of company if not well-known)
* Accomplishment #2 in problem/project, action, result format. Quantify and qualify your accomplishment
* Accomplishment #3 in problem/project, action, result format. Quantify and qualify your accomplishment
* Accomplishment #4 in problem/project, action, result format. Quantify and qualify your accomplishment

**Company** **City, State**

*Title**Month Year - Month Year*

* Specific and relevant accomplishments, projects, experiences and results beginning with action verbs (provide a brief description of company if not well-known)
* Accomplishment #2 in problem/project, action, result format. Quantify and qualify your accomplishment
* Accomplishment #3 in problem/project, action, result format. Quantify and qualify your accomplishment
* Accomplishment #4 in problem/project, action, result format. Quantify and qualify your accomplishment

**SKILLS AND INTERESTS**

**Computers:** Computer and software qualifications and certifications

**Languages:** Language (level of ability)

**Leadership:** Leadership role (year)

**Other:** Awards, publications,security clearances, visa status, etc.

**Interests:** Sports, Instruments, (Example: Advanced Open Water Scuba Diver, Avid Traveler)

* **Through client recommendations, earned TRW Star Award in August 1997 and July 1998 and TRW Excellence Award in December 1998 for continually exceeding customer expectations.**