

# CLICK HERE TO ENTER NAME

Enter NCSU Email • Enter Phone Number (xxx) xxx-xxxx • Enter LinkedIn url

[Use this area for your summary – no more than 2 lines, lead with MBA class year and focus area, then highlight strengths / key skills]

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## EDUCATION

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**NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT**, Raleigh, NC May 20XX  
**Master of Business Administration (MBA), Enter concentration here**  
Click here to insert awards/honors like Jenkins Graduate Assistantship, etc. Please refer to detailed style guide for phrasing.  
Click here to insert school-related activities, clubs, etc.

**CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY**, City, State Insert month and year of degree  
**Click here to insert Bachelor of Arts or Science, Field of Study** GPA: X.X  
Click here to add honors such as Phi Beta Kappa; Graduated First Class with Distinction; etc. (if relevant)

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## EXPERIENCE

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**CLICK HERE TO INSERT COMPANY NAME**, City, State (or City, Country if non-U.S. location) Month Year – Month Year  
*Click here to insert title*

- Click here to insert details regarding position. Consider the business impact you made, showcase relevant success
- Start all bullet statements with **action verb**
- Focus on accomplishments and skills; Show results and quantify when appropriate

**CLICK HERE TO INSERT COMPANY NAME**, City, State (or City, Country if non-U.S. location) Month Year – Month Year  
*Click here to insert title*

- Click here to insert details regarding position. Consider the business impact you made, showcase relevant success
- Start all bullet statements with **action verb**
- Focus on accomplishments and skills; Show results and quantify when appropriate

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## LEADERSHIP EXPERIENCE

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**ORGANIZATION – Position/Title** Semester XXXX – Present or Month Year – Month Year

- [This section is entirely optional – only use if you have something relevant to list where you managed activities you can speak to]
- [List involvement where you were elected/selected, held a position of leadership/impact, or received a special honor or distinction. If you list an activity on your resume be prepared to discuss it in a meaningful way in an interview]

**ORGANIZATION – Position/Title** Semester XXXX – Present or Month Year – Month Year

- [Showcase transferable skills/strengths from your activities that are most relevant to desired position or industry]
- [Each entry should have a minimum of two bullets, and bullets should be PAR format and highlight impact/results]

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## ADDITIONAL INFORMATION

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**Computer Skills:** List skills relevant to your target industry, separated by commas

**Certifications:** List special certifications you might have or be in process of getting (CPA, Lean Six Sigma, PMP, etc.)

**Languages:** List languages other than English, and state proficiency level as Fluent, Proficient or Conversational

**Interests:** Specific is better than generic (i.e., ACC Basketball vs. Sports), but be sure you can speak about each if asked!

**Work Eligibility:** Eligible to work in the U.S. with no restriction / U.S. Citizen / F-1 Visa / U.S. Permanent Resident