

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 STEM MBA class year and focus area, then highlight strengths / key skills]

EDUCATION

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC May 20XX

Master of Business Administration (MBA), STEM 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)

EXPERIENCE

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**
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LEADERSHIP EXPERIENCE

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]

ADDITIONAL INFORMATION

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: [choose one] Eligible to work in the U.S. with no restriction / U.S. Citizen / F-1 Visa with 3 years renewable STEM OPT / U.S. Permanent Resident