

FirstName (Optional Middle Initial) LastName
Small Caps Calibri 18 pt BOLD

INSERT NAME HERE IN INITIAL CAPS

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • Enter LinkedIn url

Create customized LI
URL instead of LI default

Remove hyperlinks

Small Caps Calibri 12 pt BOLD

CREATE ONE-LINE BRANDING STATEMENT THAT COMMUNICATES YOUR VALUE

Highlight Your Relevant Functional Expertise Here • Key Skills • Key Words • or Strengths

Replace this text
with your own

Center-justified

[Write your Summary of Qualifications in this area. In this paragraph, replace this instructional text with your own].
Limit the summary paragraph to no more than five lines. The Summary of Qualifications is written in 3rd person – **remove pronouns (ie – I, me, my, we, us, our) and grammatical articles (ie – a, an, the) throughout the entire résumé.** If appropriate, lead with your STEM MBA class year, and focus area if you have one. The Summary of Qualifications statement overview provides a snapshot for targeting your résumé; it characterizes the general scope and direction of your career; it should draw the reader into the details of your experience.

- [Replace these instructional bullet points with your own bullet points]
- Depending on the breadth and/or depth of your experience, include 2 – 4 specific summary statements relevant for position; however, do not feel obligated if you feel your experience is not extensive enough to support them.
- Bullets quickly draw reader’s eyes to important skills and expertise.
- Attempt to match qualifications with employer’s needs, especially if you have job description; do not attempt if qualifications do not match employer’s needs.

EXPERIENCE

Use “Present” if currently in the position

CLICK HERE TO INSERT COMPANY NAME, City, State (or City, Country if non-U.S. location) Month/Year—Month/Year
Reader may not be familiar with past employers; could provide brief description of employer (no more than two lines).
Click here to insert title (Month/Year – Present)
Could also describe scope of your responsibilities, as necessary (no more than two lines).

List years of entire tenure flush right on same line as organization name.
List months/years for each position in parentheses after position title.

Use your discretion with Months. If you are more seasoned, only using Years may be more appropriate.

Key Achievements:

- [Replace these instructional verbiage bullet points with your own bullet points].
- Résumé bullet = Strong ACTION VERB + Problem / Action / Result (PAR) format.
- Use variety of strong action verbs at beginning of bullets; avoid repetition and never say “responsible for”.
- Include specific actions and measurable results – specify how many people managed, amount of money saved, earned or managed, percent of sales gained, or savings gained by process improvements.
- Showcase transferable skills / strengths from current (or former) position(s) most relevant to opportunity.
- Résumé bullets are not complete sentences – **remove pronouns (I, me, my, we, us, our) and articles (a, an, the)**
- List experience in reverse chronological order; present tense for current exp, past tense for previous experience.

CONTENT TIPS

Click here to insert title **if held more than one position within company** (Month/Year—Month/Year)
Could also describe scope of your responsibilities, as necessary (no more than two lines).

Key Achievements:

- Edit carefully – recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy text.
- Write numbers from zero through ten as words; write numbers above ten as numerals (\$1K, \$1M, \$1B).
- Avoid résumé bullets with “orphans” (single words with own lines).

FORMATTING TIPS

NAME AS ON FIRST PAGE - Page 2

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • Enter LinkedIn url

Add a second page only if needed. If you do, it must be a full page. Working Professional MBA students with limited or no relevant work experience, or are making a significant career change, should choose to keep one-page résumé

Ensure a clean break between positions between pages so as to avoid a run-on of bullet points. See the Résumé Guidelines for an example.

CLICK HERE TO INSERT COMPANY NAME, City, State (or City, Country if non-U.S. location) Month/Year—Month/Year
Reader may not be familiar with past employers; could provide brief description of employer (no more than two lines).
Click here to insert title

Could also describe scope of your responsibilities, as necessary (no more than two lines).

Key Achievements:

- Bullet #1.
- Bullet #2.
- Bullet #3.

Continue to add experience as needed

EDUCATION AND CREDENTIALS

NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC Month 20XX
Master of Business Administration (MBA), STEM MBA, Enter Concentration Here [if you have one]

Click here to insert practicums and class projects

Click here to insert awards / honors

Click here to insert school-related leadership activities, clubs, etc

Working Professional MBA students who have limited work experience in the targeted role may choose to place the Education section before Experience section in order to highlight qualifications gained while in business school.

Regarding practicums and class projects, list these achievements in same PAR format as professional achievements. Highlight key functional and transferable skills. Address expected results if actual results are not known

CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY, City, State Month/Year
Click here to insert Undergraduate Degree, Field of Study

Click here to add honors such as Phi Beta Kappa; Graduated First Class with Distinction; etc. (if relevant)

PROFESSIONAL DEVELOPMENT AND TRAINING – Add significant and relevant extra-curricular professional development, certifications, corporate-based training, etc. (if relevant).

ADDITIONAL INFORMATION

Use your discretion for this section. It is not required. Only add a category if it is relevant and pertains to you.

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

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

Interests: Try not to be generic, but be sure you can speak about each if asked.

Work Eligibility (*if the reader has any reason to suspect you do not have US work authorization – select one phrase, delete the others*): Eligible to work in the U.S. with no restriction / U.S. Citizen / U.S. Permanent Resident.

* “ADDITIONAL INFORMATION” IS ELECTIVE. ADD RELEVANT INFORMATION THAT PROGRESSES YOUR CANDIDACY.

**IF YOUR RESUME IS TWO PAGES, IT NEEDS TO BE TWO FULL PAGES. IF NOT, IT NEEDS TO BE LIMITED TO ONE PAGE.