**Insert Name Here In Initial Caps**

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • linkedin.com/in/yourname

**[replace this text with yours] One-Line Branding Statement that communicates Your Value**

## [Insert Your Text Here] Highlight Your Relevant Functional Expertise Here ▪ Key Skills ▪ Key Words ▪ or Strengths

[Write your Summary of Qualifications in this area. Overwrite the instructional verbiage in this section with your own paragraph]. Limit the summary paragraph to no more than 5 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 verbiage bullet points with your own bullet points. Maintain exact formatting elements for bullets, eg – spacing, font, bullet symbols, etc]
* 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

**CLICK HERE TO INSERT COMPANY NAME,** City, ST (or City, Country if non-U.S. location) Mon. xxxx – Mon. xxxx

Reader may not be familiar with past employers; could provide brief description of employer (no more than two lines); separate phrases with semi-colon (;), do not add period (.) at end

*Click here to insert title (Mon. Year – Present)*

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

# Key Achievements:

* [Replace these instructional verbiage bullet points with your own bullet points. Maintain exact formatting elements for bullets, eg – spacing, font, bullet symbols, etc]
* 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)**
* **Nor do bullet points end with periods(.)**
* List experience in reverse chronological order; use past tense verbs

*Click here to insert title* ***if held more than one position within company*** *(Mon. xxxx – Mon. xxxx)*

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)

**NAME AS ON FIRST PAGE - Page 2 [Ensure that you write “Page 2”]**

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • linkedin.com/in/yourname

**[Ensure there is a clean break between positions between pages]**

**CLICK HERE TO INSERT COMPANY NAME,** City, ST (or City, Country if non-U.S. location) Mon. xxxx – Mon. xxxx

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

**CONTINUE TO ADD EXPERIENCE AS NEEDED**

# EDUCATION AND CREDENTIALS

**North Carolina State University, Jenkins Graduate School of Management,** Raleigh, NC Mon. 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.

**CLICK HERE TO INSERT UNDERGRADUATE uNIVERSITY,** City, ST Mon. xxxx

**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

**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; otherwise you do not need this line)***:** Eligible to work in the U.S. with no restriction /[Your Visa restriction]/ U.S. Permanent Resident

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

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