**MBA STUDENT**

Houston, TX 77005

mba@rice.edu ◦ 713.555.5555 ◦ www.linkedin.com/in/FirstLastName

**EDUCATION**

**Rice University**, **Jones Graduate School of BUSINESS Houston, TX**

Master of Business Administration (MBA), add concentration (if applicable). GMAT [if 680+]. GPA [if 3.5+]. May 202X

List honors, club memberships, extracurricular activities.

 **NAME OF SCHOOL CITY, ST/COUNTRY**

Degree awarded. GPA [score if above 3.5]. June 20XX

List club memberships, honors, scholarships, and/or other activities.

**EXPERIENCE**

**NAME OF COMPANY CITY, ST/COUNTRY**

*Give a brief company description--only for smaller, unknown companies, in italics.*

**Position Title** 202X – 202X

* Accomplishment, result, or activity demonstrating a key skill.
* [Quantify bulleted statements, if possible (%, $, etc.) May have more than one sentence per bullet].
* Accomplishment, result, or activity demonstrating a key skill.
* *Financial Position Examples:* Developed financial models such as DCF, Net Asset Value, Dividend Growth, and other equity valuation models or • Managed investment portfolio of $150M.
* *Business Dev. Position Example:* Generated 15% revenue increase in 2009 by targeting new market for expansion through introduction of novel technologies.
* *Marketing Position Example:* Conceptualized and directed development of new corporate logo and brand logo of additional subsidiary companies. Developed brand identity manual to enforce standards within company.

**NAME OF COMPANY CITY, ST/COUNTRY**

*Give a brief company description--only for smaller companies, in italics.*

 **Position Title,** [if located in different city/country, you can list it here after position title].  202X – 202X

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 **ADDITIONAL INFORMATION**

 **Career Interests:** List your aspirational areas of interest and relevant keywords.

**Languages:** List any languages besides English and your proficiency (fluent, conversant, or basic) in the language.

 **Certifications:** List any certifications or licensures currently held or that are in progress. *(Such as Series 7, Wall Street Prep course: Financial modeling – Investment Banking).*

**Skills:** List any business specific/technical skills. *(Such as SPSS, NPV, Monte Carlo, Java, MRP, C and C++ Programs, etc.)*

 **Leadership:** List leadership roles.

 **Activities:** List outside activities not related to Rice University. *(Or member participation, such as YPE or AMA)*

 List any hobbies or other interests that you have. *(Examples might include: managing own stock portfolio, playing tennis, Skiing, traveling internationally, etc. –consider activities as they relate to career, team-building, etc.)*

\*Note: if you do not have information for a sub-section (i.e., languages, leadership, etc.) under “Additional Information,” then do not include it as a sub-section.