FIRSTNAME INITIAL (OR SECONDNAME) LASTNAME

Street Address • City, State ZIP • (XXX) XXX-XXXX • [netid@nd.edu](mailto:netid@nd.edu) • Customized LinkedIn URL

**EDUCATION**

**UNIVERSITY OF notre dame** Notre Dame, IN

Master of Science in Management May 2021

**PREVIOUS INSTITUTION** City, STATE (or Country if non-US)

Bachelor of xxxx in xxxxx Graduation Month Year

GPA: xx.xx/4.00, *Academic Honors if applicable*

**EXPERIENCE**

**MOST RECENT EMPLOYER COMPANY NAME** City, STATE (or Country if non-US)

**Title, Department** (Starting-Ending Dates) Month Year – Month Year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Developed new brand strategy and re-launched products gaining additional 15% market share in the frozen foods category
* Highlight specific skills, qualities, and attributes demonstrated
* *(maximum of five bullet points)*

**previous EMPLOYER COMPANY NAME** City, STATE (or Country if non-US)

**Title, Department** (Starting-Ending Dates) Month Year – Month Year

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Cleaned monthly survey data of 300+ households to determine the impact of new roads on healthcare access in rural Nigeria
* *(maximum of five bullet points)*

**LEADERSHIP & SERVICE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ORGANIZATION NAME** Notre Dame, IN

**Role** Spring 2018

* *action verb + accomplishment/accountability + results (example below)*
* Coordinated the world’s largest outdoor five on five basketball tournament which raised over $10,000 to alleviate poverty in Jamaica through basketball clinics specializing in youth empowerment

**ORGANIZATION NAME** City, State

**Role** Month Year – Month Year

* *action verb + accomplishment/accountability + results (example below)*
* Led a group of seven undergraduates working with teaching musicians to support K-12 students at under resourced urban school

**skills & INTERESTS** *(do not use bullet POINTs)* ***(MODIFY As ApPLICABLE…)***

**Computer Skills:** Proficient in R

**Languages:** Fluent in Japanese and German (*no need to list English; it’s assumed*)

**Interests:** World Cup Soccer, Downhill Skiing, and Cooking Mediterranean Cuisine