**First Name Last Name**

phone number, email address @ case.edu, LinkedIn URL(include www.)

# Summary (OPTIONAL)

* Summary or bullet format depending on your background. Intent is to highlight strengths and align to job that are later outlined in the resume
* First bullet should be the primary accomplishment that you want an employer to know – all statements should be tangible skills or experiences. Do not list vague or subjective abilities.
* Summary of skill(s) that are relevant to the career you are pursuing
* Summary of experience (then, one more summary bullet allowable for a total of 4)

# Education

Master of Business Administration, anticipated graduation Month Year (ex., May 2020)

**Weatherhead School of Management, Case Western Reserve University**, Cleveland, OH

* Limit bullets to 3, for example: Area(s)of Emphasis: [no more than 2]
* GPA: (if 3.7+), GMAT: (if 680+)
* Options for additional lines/bullets: Relevant Courses: [list only those completed or in-process]; Dean’s list or award(s) – be sure to list year received.

Previous Degree Title, [completed year of graduation]

**Name of Undergraduate School and University,** [City, US State or Country (if outside US)]

* Limit bullets to 3, for example Area of Emphasis: [list]
* Dean’s list or award(s) (include the year received)

# Professional Experience

Name of Most Recent Employer, City, US State/Country (if outside US) MM/YYYY – MM/YYYY

Description of employer or business unit

Position Title if only one held at this employer: the dates you held this position are not necessary

* Active statements/start with verb, emphasize/lead with results, each bullet should be no more than 2 lines long – except in extreme situations. Try not to allow lines with only 1 or 2 words on it (it is a waste of space).

Name of Previous Employer, City, US State or Country (if outside US) MM/YYYY – MM/YYYY

Description of employer or business unit

Position Title, MM/YYYY – MM/YYYY

* Active statements/start with verb, emphasize/lead with results, each bullet should be no more than 2 lines long – except in extreme situations. Try not to allow lines with only 1 or 2 words on it (it is a waste of space).

Earlier Position Title, MM/YYYY – MM/YYYY

* Active statements: same rules apply as above, do not repeat information in both position
* Active statements: repeat this “Earlier Position” section as needed for all positions held at this employer

# Key Academic Projects (Optional section)

Name of Academic/Volunteer Project, City, State/Country (if non-academic) Calendar Dates or Semester of Project

Description of project including the University or Non-profit for or at which you did the project

* Active statements: start with verb, emphasize/lead with results, each bullet should be no more than 2 lines long – except in extreme situations. Try not to allow single-word lines.
* Active statements: emphasize what kind of analysis and work went into the project. Why is it important for the reader to know about this project? Project entries should have 2-3 bullets. If three, each should be only one line.

# Relevant Skills

* Lists of 4-8 relevant, differentiating skills or competencies you possess. This could be in a table format with bullet points
* Do not list basic skills that can be assumed such as “Microsoft Office” or email programs.

Acceptable Examples include:

* Language Skills: Mandarin (native), English (fluent)

# Continuing Education AND AWARDS (Optional section)

* List awards received including award title and date received
* List when you received the certification or completed the continuing education course.
  + Unless there is just one institution that grants a certification, list who where you earned it.
* Online or non-degree courses should list the providing institution and date of completion. (for ongoing courses, list projected completion date)
* Awards, Certifications, Continuing Education courses should be grouped together.

Acceptable Examples Include:

* Certified Six Sigma Green Belt, May 2018
* “Analytics in Python”, Columbia University (ColumbiaX), 12 week course completed 12/2017

# Additional (Optional section)

* Clubs and organizations of which you were a member, as well as any volunteer work you did for non-profit organizations.
* For clubs and organizations you were a member:
* Indicate if you held a leadership position
* Include the years you were a member separate from the year(s) you held a leadership position
* For non-profit volunteering:
* Indicate your involvement with the organization (Volunteer Guide, Administration Volunteer…..)
* Provide both the location and dates of your involvement. If you have room, also include a brief description of at least one specific thing you did for them.

Acceptable Examples include:

* Finance Club, Weatherhead School of Management, 2018-2020; President, 2019-2020
* Fundraising Volunteer, Pathways for Hope: a non-profit providing support for children who have suffered the loss of a parent. Solicited donations from area businesses for an event auction which raised $10,000. Cleveland, OH, 02/2018 – 09/2018