

# FIRST LAST

Street., City, State Zip (617) 555-5588 email@gmail.com LinkedIn

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## EXPERIENCE

### Company Name (most recent)

City, ST

#### Position Title

Start Year – Present

- Relevant Bullets – detailing strengths of experience
- Relevant Bullets – detailing strengths of experience
- Relevant Bullets – detailing strengths of experience
- Depending on how long you were in the role, would depend on how many bullets it would merit

#### Position Title

Start Year – Present

- Relevant Bullets – detailing strengths of experience
- Relevant Bullets – detailing strengths of experience
- Relevant Bullets – detailing strengths of experience
- Depending on how long you were in the role, would depend on how many bullets it would merit

### Previous Company Name

City, ST

#### Position Title

Start Year – End Year

#### Position Title (if multiple roles within same company)

Start Year – End Year

- Relevant Bullets – detailing strengths of experience
- Relevant Bullets – detailing strengths of experience
- Relevant Bullets – detailing strengths of experience
- Depending on how long you were in the role, would depend on how many bullets it would merit

### Previous Company Name (least recent but still relevant role)

City, ST

#### Position Title

Start Year – End Year

- Relevant Bullets – detailing strengths of experience
  - Relevant Bullets – detailing strengths of experience
  - Relevant Bullets – detailing strengths of experience
  - Depending on how long you were in the role, would depend on how many bullets it would merit
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## EDUCATION

### Full University Name (most recent degree first)

City, ST

#### Bachelor of Arts degree, XYZ – minor in XYZ

Start Year – End Year

- Optional detail (GPA, honors & awards, leadership)
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## SKILLS

Specific work related skills (computer programs, languages, certifications, etc.)

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## ACTIVITIES & AWARDS

### Company X

2014

Award for Excellence

Award for Stewardship

### University or Town Clubs

2007 - 2011

Ex. Varsity Swimming, Boys and Girls Club, Church Committee, Town Council, etc.

**Interests:** Non work related interests – give employer insight into person not professional

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# FIRSTNAME LASTNAME

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City & State OR Address excluding zip code • phone • email • LinkedIn

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## SUMMARY (optional)

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[Insert summary]

## EXPERIENCE

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### THE BOSTON CONSULTING GROUP

City, ST Title

Starting Yr.-Present

- Bullet 1 (prioritize bullets in order of strength and relevance to target opportunities)
- Bullet 2
- Bullet 3
- (optional) Bullet 4
- (optional) Bullet 5

### PREVIOUS COMPANY 1

City, ST Title1

Start & End Yr.

Title2

Start & End Yr.

- Bullet 1
- Bullet 2 (minimum of two bullets, ideal max. of 4, target 1-2 bullets/year of employment)

### PREVIOUS COMPANY 2

City, ST

Title1

Start & End Yr.

- Bullet 1
- Bullet 2 (minimum of two bullets, ideal max. of 4, target 1-2 bullets/year of employment)

### PREVIOUS COMPANY 3

City, ST

Title1

Start & End Yr.

- Bullet 1
- Bullet 2 (minimum of two bullets, ideal max. of 4, target 1-2 bullets/year of employment)

## EDUCATION

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FULL SCHOOL NAME (ex. THE UNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS)

City, ST

Graduate Degree, Major/emphasis subjects (as relevant)

Grad Mo. Yr.

- Optional detail (GPA, honors & awards, leadership)

FULL SCHOOL NAME (ex. UNIVERSITY OF PENNSYLVANIA, THE WHARTON SCHOOL)

City, ST

Undergraduate Degree, Major/emphasis subjects (as relevant)

Grad Mo. Yr.

- Optional detail (GPA, honors & awards, leadership)

## ADDITIONAL

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- Proficient in [insert technology/software proficiencies, including Excel, PowerPoint, programming, etc.]
- (optional) Languages [insert proficiencies in any languages beyond English; if noting native proficiency in another language, note English proficiency/fluency as well]
- Interests: [insert at least 3 personal interests]