[Name]

[Physical Address]

[Phone Number] | [Email Address]

**EDUCATION**

**[Business School Name] [City], [State/Country]**

*Master of Business Administration* Expected [Graduation Date]

**[University Name] [City], [State/Country]**

*Bachelor of [Arts/Science] in [Major]* [Graduation Date]

**PROFESSIONAL EXPERIENCE**

**[Company Name**] **[City], [State/Country]**

*[Position Title], [Group Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* Selected [Client / Project / Transaction] Experience:
  + [Client #1]
    - [Advised client on business development strategy and recommended xx; client later adopted and earned xx% return]
  + [Client #2]
    - [Led team of xx to present acquisition opportunities to client; selected xx to explore further]

**[Company Name**] **[City], [State/Country]**

*[Position Title], [Group Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* Selected [Client / Project / Transaction] Experience:
  + [Project #1]
    - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
  + [Project #2]
    - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
  + [Project #3]
    - [Created xx new method for doing xx; led to increased efficiency / sales]

**[Company Name**] **[City], [State/Country]**

*[Position Title], [Group Name]* [Start Date] – [End Date]

* [Summary sentence stating what you did and the overall results of your work]
* [Led team’s efforts to do xx by creating/managing xx; resulted in increased profits / cost savings]
* [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]
* [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

**SKILLS, ACTIVITIES & INTERESTS**

**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Activities:** [Student Clubs, Volunteer Work, Independent Activities, Professional Organizations]

**Interests:** [Keep this to 1-2 lines and be specific; do **not** go overboard]