**STUDENT NAME**

#### Street Name | Location (city, state; city, country) ##### (zip code) | (###) ###-#### | email@email.edu

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To obtain [position] at [company] utilizing excellent [skill], [skill], and [skill] skills

**EDUCATION**

**University of Nebraska–Lincoln**, Lincoln, NE

Master of Business Administration, MONTH 20XX

Specialization(s): [list]

Certificate(s): [list]

GPA: #.##/4.00

**Institution,** Location (city, state; city, country)

Degree Obtained, Month, 20XX

Major(s): [majors]; Minor(s): [minors]

**EXPERIENCE**

**Organization #1**, Location (city, state; city, country)

*Title*, Month 20XX-Present

* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)
* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)
* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)
* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)

**Organization #2**, Location (city, state; city, country)

*Title*, Month 20XX-Month 20XX

* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)
* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)
* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)

**Organization #3**, Location (city, state; city, country)

*Title*, Month 20XX-Month 20XX

* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)

*Title*, Month 20XX-Month 20XX [if you have progressed/been promoted within the same organization]

* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)

**ADDITIONAL EXPERIENCE**

**Organization #1**, Location (city, state; city, country)

*Title*, Month 20XX; *Title*, Month 20XX

* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)

**ACTIVITIES**

**Organization #1**, Location (city, state; city, country)

*Title*, Month 20XX-Present

* What did you do? (action verb) + How did you do it? (skill) + Why did you do it? (result/purpose)

**Organization #2**, Location (city, state; city, country)

*Title*, Month 20XX-Month 20XX

**SKILLS**

*Computer*: Brand Software, Software, Software; Brand Software, Software

*Languages*: [proficiency] Language, [proficiency] Laguage