**Full-Time Résumé Template**

**FULL NAME IN BOLD CAPS**

Local Street Address, City, State & Zip Code Phone Number (including area code) e-mail address (Use your Northeastern e-mail address if you are a current student)

**SUMMARY**

Your summary should include between two and four sentences highlighting the key strengths and transferable skills that support your career goal. This is your opportunity to highlight your value to the prospective employer. By positively distinguishing yourself from others, your chances of landing an interview increase. Your summary may include an introductory phrase describing your professional identity (i.e. MBA candidate, marketing professional), skills related to your career goals and specialized knowledge such as technical expertise.

**CORE COMPETENCIES**

Include no more than six search engine optimized (SEO) keywords for your profession, showing business skills, not personal traits or characteristics in a two column bulleted list. (Examples: *Analytics, Marketing Communications, Financial Analysis, Operations Management, Customer Relationship Management)*

**EDUCATION** *(list your highest degree first)*

**NORTHEASTERN UNIVERSITY**, Boston, MA (2017)

D’Amore-McKim School of Business

*Candidate for Master of Business Administration degree*

*Concentration:*

Include clubs related to your academic major or concentration, if applicable (e.g., Graduate Finance and Investment Club).

Include memberships in honor societies, if applicable.

**UNIVERSITY/COLLEGE,** City, State (*Country, if applicable*)(degree date)

*Degree in Italics*

*Major or Concentration, (Minor if applicable)*

Do not include GPA or GMATs; if you graduated with honors you can mention that.

Include memberships in honor societies, if applicable.

**PROFESSIONAL EXPERIENCE** (list most recent job first)

**COMPANY NAME** City, State(also country if outside of the US) Years in Company

*If company is not widely known, include a one-sentence description of the company*

*Job Title (years position was held – if more than one position)*

* Describe your qualitative and quantitative accomplishments.
* Begin each accomplishment with an action verb.

*Job Title (years held – if less than one year use months and years)*

* Focus on accomplishments, not just responsibilities.

If you have limited professional experience, include internships and volunteer experience.

**PROFESSIONAL AFFILIATIONS/CERTIFICATIONS** (if applicable)

* List professional or academic associations of which you are a member. If you hold or have held a leadership position, include your role and years in which you were involved).
* If you have professional certifications (e.g., Certified Financial Analyst), please list them here.

**LANGUAGES**(if applicable)

* If you are fluent or have conversational ability in a language besides English, specify the language(s).

**COMPUTER SKILLS**

* List technical or software skills, such as experience with widely recognized software applications. Employers expect knowledge of Microsoft Word and PowerPoint. Include experience with Access or Excel if applicable.

**INTERESTS**

* Shows employers that you are a well-rounded individual. Include interests and current activities, such as athletics, community services and the arts.