

NAME

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PROFILE (OPTIONAL)

Describe yourself in 2-4 sentences that summarizes your career history, skills and unique experiences. Profile sections work best for those with varied career history or a seemingly non-cohesive story.

EDUCATION

University of Wisconsin-Madison, Wisconsin School of Business, Madison, WI

YYYY – YYYY

Master of Science Candidate

- Specialization:
- Key Coursework: *(Add these in when you know which ones are relevant)*
- Recipient, *(this is where you can put any merit aid, scholarship or project assistantship)*
- *(Others: GMAT (if over ~680), Student Leadership)*

University of - - - -, City, State

YYYY – YYYY

Bachelor of - - - -

- Major:
- *More details (student leadership, study abroad, other involvement)*

WORK EXPERIENCE

Company Name, City, State

MM/YY – MM/YY

Job Title

- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- *Example: Overhauled internal media strategy for Chicago-market brands including campaign planning, media placement and inventory management for 40+ publications and 5+ websites, reducing ink and paper costs for in-house campaigns by 40% while maintaining campaign effectiveness*

Company Name, City, State

MM/YY – MM/YY

Job Title

- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- *Example: Developed a framework for assessing and quantifying a potential candidate's suitability for vacant positions with our clients resulting in a 90% retention rate for the placed candidates after an average of 6 months.*

Company Name, City, State

MM/YY – MM/YY

Job Title

- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- What you did *(action)*, how you did it *(process/teamwork)*, what was the result *(try to quantify)*
- *Example: Oversaw an annual six-week summer program for 600+ students that builds academic, communication and leadership skills; resulted in students obtaining ACT scores of four points on average higher and a program college matriculation rate roughly 46% above their peers in Wisconsin*

[ADDITIONAL HEADING]

**Example headers: Community Involvement, Leadership, Technology, Professional Training/Certifications/Licenses, Professional Memberships/Associations, Technical Experience, Software Knowledge, Interests and Activities, Languages*

- Certificate in...
- Languages:
- Software and Tools:

[ADDITIONAL HEADING]

**Example headers: Community Involvement, Leadership, Technology, Professional Training/Certifications/Licenses, Professional Memberships/Associations, Technical Experience, Software Knowledge, Interests and Activities, Languages*

- Interests:
- Volunteer Activities: