**Insert Name Here In Initial Caps**

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • linkedin.com/in/yourname

**[replace this text with yours] One-Line Branding Statement that communicates Your Value**

## [Insert Your Text Here] Highlight Your Relevant Functional Expertise Here ▪ Key Skills ▪ Key Words ▪ or Strengths

[Write your Summary of Qualifications in this area. Overwrite the instructional verbiage in this section with your own. Limit the summary paragraph to no more than five lines. The Summary of Qualifications is written in 1st person, removing the pronoun, “I” – **remove pronouns (ie – I, me, my, we, us, our) and grammatical articles (ie – a, an, the) throughout the entire résumé.**  If appropriate, lead with your Master of Management, Marketing Analytics [or Risk and Analytics], class year. The Summary of Qualifications statement overview provides a snapshot for targeting your résumé; it characterizes the general scope and direction of your career; it should draw the reader into the details of your experience.

* [Replace these instructional verbiage bullet points with your own bullet points. Maintain exact formatting elements for bullets, eg – spacing, font, bullet symbols, etc.]
* Depending on the breadth and/or depth of your experience, include 2 – 4 specific summary statements relevant for position; however, do not feel obligated if you feel your experience is not extensive enough to support them
* Bullets quickly draw reader’s eyes to important skills and expertise
* Attempt to match qualifications with employer’s needs, especially if you have job description; do not attempt if qualifications do not match employer’s needs

# EXPERIENCE

**CLICK HERE TO INSERT COMPANY NAME,** City, ST (or City, Country if non-U.S. location) Mon. xxxx – Mon. xxxx

Reader may not be familiar with past employers; could provide brief description of employer (no more than two lines); separate phrases with semi-colon (;), do not add period (.) at end

*Click here to insert title (Mon. Year – Present)*

Could also describe scope of your responsibilities, as necessary (no more than two lines)

# Key Achievements:

* [Replace these instructional verbiage bullet points with your own bullet points. Maintain exact formatting elements for bullets, eg – spacing, font, bullet symbols, etc]
* Résumé bullet = Strong ACTION VERB + Problem / Action / Result (PAR) format
* Use variety of strong action verbs at beginning of bullets; avoid repetition and never say “responsible for”
* Include specific actions and measurable results – specify how many people managed, amount of money saved, earned or managed, percent of sales gained, or savings gained by process improvements
* Showcase transferable skills / strengths from current (or former) position(s) most relevant to opportunity
* Résumé bullets are not complete sentences – **remove pronouns (I, me, my, we, us, our) and articles (a, an, the)**
* **Nor do bullet points end with periods(.)**
* List experience in reverse chronological order; use past tense verbs

*Click here to insert title* ***if held more than one position within company*** *(Mon. xxxx – Mon. xxxx)*

Could also describe scope of your responsibilities, as necessary (no more than two lines)

# Key Achievements:

* Edit carefully – recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy text
* Write numbers from zero through ten as words; write numbers above ten as numerals ($1K, $1M, $1B)
* Avoid résumé bullets with “orphans” (single words with own lines)

**NAME AS ON FIRST PAGE - Page 2 [Ensure that you write “Page 2”]**

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • linkedin.com/in/yourname

**[Ensure there is a clean break between positions between pages]**

**CLICK HERE TO INSERT COMPANY NAME,** City, ST (or City, Country if non-U.S. location) Mon. xxxx – Mon. xxxx

Reader may not be familiar with past employers; could provide brief description of employer (no more than two lines)

*Click here to insert title*

Could also describe scope of your responsibilities, as necessary (no more than two lines)

**Key Achievements**:

* Bullet #1
* Bullet #2

**CONTINUE TO ADD EXPERIENCE AS NEEDED**

# EDUCATION AND CREDENTIALS

**North Carolina State University, Jenkins Graduate School of Management,** Raleigh, NC Mon. 20XX

**Master of Management, Marketing Analytics [or Risk and Analytics]**

Click here to insert practicums and class projects

Click here to insert awards / honors

Click here to insert school-related leadership activities, clubs, etc.

**CLICK HERE TO INSERT UNDERGRADUATE uNIVERSITY,** City, ST Mon. xxxx

**Click here to insert Undergraduate Degree, Field of Study**

Click here to add honors such as Phi Beta Kappa; Graduated First Class with Distinction; etc. (if relevant)

**Professional Development and Training** – Add significant and relevant extra-curricular professional development, certifications, corporate-based training, etc. (if relevant)

# ADDITIONAL INFORMATION

**Computer Skills:** List skills relevant to target industry, separated by commas

**Languages:** List languages other than English, and include proficiency level as Fluent, Proficient or Conversational

**Interests:** Try not to be generic, but be sure you can speak about each if asked

**Work Eligibility:** *(if the reader has any reason to suspect you do not have US work authorization – select one phrase, delete the others; otherwise you do not need this line)***:** Eligible to work in the U.S. with no restriction /[Your Visa restriction]/ U.S. Permanent Resident

**\* “ADDITIONAL INFORMATION” IS ELECTIVE. ADD RELEVANT INFORMATION THAT PROGRESSES YOUR CANDIDACY.**

**\*\*TWO PAGES MAX. IF YOUR RESUME IS TWO PAGES, IT NEEDS TO BE TWO FULL PAGES. IF NOT, IT NEEDS TO BE LIMITED TO ONE PAGE.**