

FirstName (Optional Middle Initial) LastName
Small Caps Calibri 18 pt BOLD

INSERT NAME HERE IN INITIAL CAPS

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

Remove hyperlinks

Caps Calibri 12 pt BOLD

CREATE ONE-LINE BRANDING STATEMENT THAT COMMUNICATES YOUR VALUE

Highlight Your Relevant Functional Expertise Here • Key Skills • Key Words • or Strengths

Replace this text with your own

Center-justified

[Write your Summary of Qualifications in this area. In this paragraph, replace this instructional text with your own].

Limit the summary paragraph to no more than five lines. The Summary of Qualifications is written in 3rd person – **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 STEM MBA class year, and focus area if you have one. 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 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

List years of entire tenure flush right on same line as organization name. “Present” if currently with the organization. Use right tab at tenure dates

EXPERIENCE

Use your discretion with Months. If you are more seasoned, only using Years may be more appropriate.

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

Mon. Year – Mon. Year

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)

IF MULTIPLE POSITIONS IN SAME ORGANIZATION, list months years for each position in parentheses after position title.

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

Month is abbreviated; followed by a [space]; followed by Year in four digits [xxxx].

Key Achievements:

CONTENT TIPS

- [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. Year – Mon. Year)

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

Key Achievements:

FORMATTING TIPS

- 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)

Header content should be in the body of the document, not the header

Include a page number on your second page

NAME AS ON FIRST PAGE - Page 2

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • Enter LinkedIn url

Add a second page only if needed. If you do, it must be a full page. Working Professional MBA students with limited or no relevant work experience, or are making a significant career change, should choose to keep one-page résumé. Do not exceed two pages.

Ensure a clean break between positions between pages to avoid a run-on of bullet points. See the Résumé Guidelines for an example.

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

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 Business Administration (MBA), STEM MBA, Enter Concentration Here [if you have one]

Click here to insert practicums and class projects

Working Professional MBA students who have limited work

Click here to insert awards / honors

experience in the targeted role may choose to place the Education section before Experience section in order to highlight qualifications gained while in business school.

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

Regarding practicums and class projects, list these achievements in same PAR format as professional achievements. Highlight key functional and transferable skills. Address expected results if actual results are not known.

CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY, City, ST Mon. Year

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

Use your discretion for this section. It is not required. Only add a category if it is relevant and pertains to you.

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. *This Work Eligibility line is not necessary if you clearly are a US citizen or have US work authorization. If you don't have US work authorization, or if you do, and it is not obvious, you need this line.*

*** “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.**