**Insert Name Here In Initial Caps**

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

[Use this area for our summary- no more than two lines, lead with Master of Management, Marketing Analytics [or Risk and Analytics] class year, then highlight strengths/skills. Summary 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.**

**EDUCATION**

**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, awards / honors, school-related leadership activities, clubs, etc. Please refer to detailed style guide for phrasing.

**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)

## EXPERIENCE

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

*Click here to insert title*

* [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
* 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)

**CONTINUE TO ADD EXPERIENCE AS NEEDED**

Leadership EXPERIENCE

**ORGANIZATION** –*Position/Title* Semester XXXX – Present or Mon. xxxx – Mon. xxxx

* [This section is entirely optional – only use if you have something relevant to list where you managed activities you can speak to]
* [List involvement where you were elected/selected, held a position of leadership/impact, or received a special honor or distinction. If you list an activity on your resume be prepared to discuss it in a meaningful way in an interview]

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