**NAME**

Address, City, State, Zip **|** (607) 607-0000 **|** [NetID@cornell.edu](mailto:NetID@cornell.edu) LinkedIn URL

**Education**

**Samuel Curtis Johnson Graduate School of Management** Ithaca, NY

**Cornell SC Johnson College of Business** Anticipated Graduation May 2022

*Candidate for Masters of Professional Studies in Management* GPA X.X

**Undergraduate Institution** City, State

*Bachelor of (Arts/Sciences) in (MAJOR)* GPA X.X

**Relevant Experience**

**Name of Company** City, State/Country

*Position, Department or Division* Month/Year - Month/Year

* Describe achievements in results-orientated style…action verb + outcome/result or purpose (quantify if possible)
* Developed…
* Led…
* Planned and executed …
* Formulated and implemented …

**Name of Company** City, State/Country

*Position, Department or Division* Month/Year - Month/Year

* Describe achievements in results-orientated style…action verb + outcome/result or purpose (quantify if possible)
* Developed…
* Led…
* Planned and executed …
* Formulated and implemented …

**Leadership (Delete Section if Not Appropriate)**

**Name of Organization** City, State/Country

*Position, Department or Division* Month/Year - Month/Year

* Describe achievements in results-orientated style…action verb + outcome/result or purpose (quantify if possible)
* Developed…
* Led…
* Planned and executed …
* Formulated and implemented …

**Activities (Delete Section if Not Appropriate)**

**Name of Organization** City, State/Country

*Position, Department or Division* Month/Year - Month/Year

* Describe achievements in results-orientated style…action verb + outcome/result or purpose (quantify if possible)
* Developed…
* Led…
* Planned and executed …
* Formulated and implemented …

**SKILLS & INTERESTS**

* Language: list
* Technical Skills: list
* Skills: list
* Certifications: list
* Interests: list