**NAME**

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

**Education**

**CORNELL SC JOHNSON COLLEGE OF BUSINESS** Ithaca, NY

**Samuel Curtis Johnson Graduate School of Management** Expected May 2023

Master of Professional Studies in Management, (STEM), GPA X.X

**Undergraduate Institution** City, State

Bachelor of (Arts/Sciences) in (MAJOR)*,* GPA X.X Month and Year of graduation

**Academic Projects (If you do not have a lot of professional experience you can highlight academic projects. Delete Section if not appropriate)**

**Project Name**, Cornell SC Johnson of Business, Fall 2021 (University and date are just examples)

* Developed…
* Led…
* Planned and executed …

**Project Name**, Cornell SC Johnson of Business, Fall 2021 (University and date are just examples)

* Developed…
* Led…
* Planned and executed …

**Relevant Experience**

Name of CompanyCity, State/Country

**Position, Department or Division**Example Dec. 2020 – Aug. 2021

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

Name of CompanyCity, 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 …

Name of CompanyCity, 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…

**Activities** (**You can rename this section(s) to reflect your experience. Examples: Leadership, Honors, affiliations, PROFESSIONAL DEVELOPMENT, VOLUNTEERISM)**

**Position**, Name of Organization, City, State/Country Month Year – Month Year

* Describe achievements in results-orientated style…action verb + outcome/result or purpose (quantify if possible)
* Developed…

**Position**, Name of Organization, City, State/Country Month Year – Month Year

* Describe achievements in results-orientated style…action verb + outcome/result or purpose (quantify if possible)
* Developed…

**SKILLS & INTERESTS**

**Language**: list **(quantify your language as level as Basic, Conversational, Proficient, or Fluent.)**

**Computer**: list **(quantify your computer skills as level as Basic, Proficient, or Advanced)**

**Certifications**: list

**Interests:** list **(Listing your interests is not required. It can provide hiring managers with an understanding of who you are as a person and how you spend your time outside of work)**