FIRSTNAME   INITIAL (OR SECOND NAME)   LASTNAME

Street Address, Apt. XX • City, STATE ZIP CODE • (XXX) XXX-XXXX • e-mail@illinois.edu

EDUCATION

UNIVERSITY OF ILLINOIS   Urbana-Champaign, IL
Candidate for Master of Science in XXXXX, Month 2016   GPA: X.X/4.0

PREVIOUS GRADUATE INSTITUTION   City, STATE (or Country if non-US)
Degree, Major, Month & Year of Graduation   GPA: X.X/4.0
Name Academic Honors, if any

UNDERGRADUATE INSTITUTION   City, STATE (or Country if non-US)
Degree, Major, Month & Year of Graduation   GPA: X.X/4.0
Name Academic Honors, if any

EXPERIENCE

MOST RECENT EMPLOYER NAME   City, STATE (or Country if non-US)
Title, Department   Dates (month spelled out and year)
- accomplishments in following formula:
- action verb + accomplishment + results (example below)
- Analyzed cash flow across 3 departments and identified $500,000 in savings
- (maximum of 5 bullet points)

PRIOR EMPLOYER   City, STATE (or Country if non-US)
Title, Department   Dates (month spelled out and year)
- accomplishments in following formula:
- action verb + accomplishment + results (example below)
- Developed new brand strategy and re-launched product gaining additional 15% market share in frozen foods category
- (maximum of 5 bullet points)

SKILLS

Language: Native speaker of xxxxx, fluent in xxxxx, proficient in xxxxxxx *(You may delete if you have nothing to include)*
Technical: relevant skills for target job such as SPSS, SAP, SQL, Quickbooks, HTML, VBA *(You may delete if you have none to include)*

ACTIVITIES/LEADERSHIP

involvement + organization name + sponsoring institution + dates (example below)
President, Graduate Student Association, University of Illinois, June 20XX–Present

ADDITIONAL

include professional licenses, certifications, memberships – do NOT include hobbies, interests, religious or political affiliations. *You may delete this section if you have no information to include*