

YOUR NAME HERE-DO NOT CHANGE TEMPLATE FORMAT

Street Address, Apartment Number • City, IA Zip Code
Telephone • E-mail • LinkedIn Profile

HIGHLIGHTS

- Opportunity to provide overview of your strengths/characteristics that make you uniquely qualified. Be specific!
 - Eg:: Product management experience spanning different stages of product lifecycle including idea generation and market definition, opportunity assessment, competitive analysis and creating go-to-market strategies
 - Eg #2: International experience managing client relationships in the United States, Europe and Asia
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EDUCATION

HENRY B. TIPPIE SCHOOL OF MANAGEMENT, UNIVERSITY OF IOWA Iowa City, IA
Master of Business Administration, Concentration/Academy Month & Year

- Honors, GMAT, GPA, Certifications, Assistantships, Leadership of Student Organizations, etc.
- Once you get into your coursework, any UNPAID consulting work (eg: Business Solutions Center projects, Marketing Field Studies, etc) will be included here. For now, just ignore this...

OTHER COLLEGES City, Abbreviate State (or list Country)
Other Degree, Major Month & Year

- Honors, GPA, Certifications, Athletics, Assistantships, etc.

EXPERIENCE

COMPANY NAME OR JOB TITLE City, Abbreviate State (or list Country)
Postion Title or Company Name Month Year – Month Year

- Achievements.....2-4 points...Be sure to avoid providing a list of JOB TASKS, but rather try to focus on results/outcomes (and the specific role you played in achieving this result)
- You will be encouraged to utilize the STAR format both as it relates to refining the content on your resume, and when you begin to start preparing your stories for the interview process.
- SITUATION/TASK: Define a specific project, task or issue...ACTION(S): What were YOUR contributions, accountabilities, deliverables in this situation...RESULTS: What were the outcomes.achievements of this effort? (whenever possible, provide measurable outcomes, eg: increased profits by X%, etc)

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- Achievements.....2-4 points
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ADDITIONAL INFORMATION

- List Leadership, Personal Achievement, Technical or Special Skills, Community Involvement
- Language Proficiencies
- Something that tells me about you as a person (but isn't personal). For example: Avid marathon runner; competed in Boston & Chicago Marathons since 2001