First Last

first.last@marquette.edu | (123) 456-7890 | 1530 W. Wisconsin Ave., Milwaukee, WI 53233
www.linkedin.com/yoururlhere

OBJECTIVE [OR] PROFESSIONAL SUMMARY

(*Optional*). Consider including a statement here especially if you are looking to change departments, industries, careers, etc. If included, highlight very specifically which *skills* you will apply as they pertain to a specific role or industry of interest.

EDUCATION (*Shown here is an example of double degree completion at the same institution*.*)

MARQUETTE UNIVERSITY, Milwaukee, WI
Master of Business Administration, GPA: X.X/4.0   Month Year
Bachelor of Science in Business Administration, GPA: X.X/4.0   Month Year
Major: **Major** (If you had a double major – **Majors**: **Marketing** and **Finance**)
Minor: **Minor** (If applicable)

SKILLS & CERTIFICATIONS

- Include only specialized technical skills, certifications, and languages.
- *Example:* Fluent in French; conversational in Spanish.
- *Example:* Advanced experience in MS Excel and Salesforce.

MANAGEMENT EXPERIENCE (*Use customized headers*.*)

Job Title   Month Year – Month Year / Present
EMPLOYER, City, State
- Beginning with your most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb, using the present tense for current positions and past tense for past positions.
- Include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than full sentence.

Example
Project Management Intern   May 2014 – August 2014
THE PRODUCT COMPANY, Milwaukee, WI
- Investigated effectiveness of processes in order to develop and launch improvements needed to speed up product development from 10 products per hour to 15 products per hour.
- Used Excel to gather, analyze, and translate data into actionable tasks for developers.
- Collaborated with various team members to prioritize and delegate daily deliverables.

PROFESSIONAL AFFILIATIONS

List any relevant professional affiliations and dates here   Month Year – Month Year / Present
Example: **Member, National Association of Sales Professionals**   January 2017 – Present

INVOLVEMENT & VOLUNTEERISM

List experiences and dates here   Month Year – Month Year / Present
Example: **Big Brothers Big Sisters Mentor 2.0 Mentor**   September 2019 – Present
Example: **President of Marquette University Go Getters**   August 2014 – May 2015

Length & Organization: You should aim for **one full page or two full pages**. This template is one page, but eventually as you have more experience you may move onto two pages. In that case, you should format your resume to be two full pages as best as possible. Additionally, as you move forward in your career, consider including your work experience at the top and your education closer to the bottom. *If your document is only slightly over one page, consider cutting less relevant information and adjusting formatting to get your resume to just one full page.*

*Customized Headers: Customize your work experiences within specific industries in order to target your resume to employers/roles of interest. Because each **section** lists experiences in reverse chronological order, consider putting the most relevant customized section at the top of your resume.

***Education Section if not "double degree":** If each of your degrees is from a different institution, simply format them separately, as seen here:

MARQUETTE UNIVERSITY, Milwaukee, WI   Month Year
Master of Business Administration   GPA: X.X/4.0

UNDERGRADUATE UNIVERSITY, City, State   Month Year
Bachelor of Science in Business Administration   GPA: X.X/4.0
Major: **Major** (If you had a double major – **Majors**: **Marketing** and **Finance**)
Minor: **Minor** (If applicable)

Experience Themes: The format below is helpful when a professional has held a **single job title or similar job titles over several years**. Instead of listing bullets per job title, grouping bullet points by work-based themes can help the employer to quickly identify key areas of experience and contribution. As a job seeker, you may label and sequence these themes strategically. Management may be worth highlighting for one application while Data Analysis may be important to highlight in another.

EMPLOYER, City, State
Job Title   Month Year – Month Year (*Overall dates of employment*)
Experience Theme Sub-Header, dates of experience
  • Bullets describing responsibilities, skill development and outcomes within this theme area.
Experience Theme Sub-Header, dates of experience
  • Bullets describing responsibilities, skill development and outcomes within this theme area.

Promotion Format: When showing that **you have been promoted from one position to another**, list the employer name first, followed by your job titles. When you use promotion format to describe one experience, you will need to update your resume to the employer name first format.

EMPLOYER, City, State   Month Year – Month Year (*Overall dates of employment*)
Job Title, dates in most recent role
  • Bullets describing responsibilities, skill development and outcomes within this role.
Previous Job Title, dates in *previous role* before promotion
  • Bullets describing responsibilities, skill development and outcomes within this role.