**FIRSTNAME MIDDLENAMEorINITIAL LASTNAME [As appears on passport]**

assignedemailname@email.sc.edu | US Mobile: +1 (000) 111.1111 | LinkedIn: [your LI hyperlink]

**PROFESSIONAL SUMMARY**

See instructions for a 2-3 line insert that highlights your degree/career focus, industry sector experience, and skills relevant to your target career. Include relevant career certifications with expected date of achievement if not yet earned [such as CFA, CFP, Lean Six Sigma, APICS, Data Analytics, etc.]. Specify non-English languages ONLY if you have high proficiency. Skills include:

* Deep data-analytics proficiency
* Adjective noun skill- descriptor
* Adjective noun skill- descriptor
* Seasoned project management skills
* Adjective noun skill-descriptor
* Adjective noun skill-descriptor
* Influential communication skills
* Adjective noun skill-descriptor
* Adjective noun skill-descriptor

**EDUCATION**

DARLA MOORE SCHOOL OF BUSINESS, University of South Carolina Columbia, SC USA

**Master of Business Administration (MBA), GPA** 4.0 / 4.0 Month Year – Month Year

**Focus:** declare a focus in Finance, Marketing, Consulting, Supply Chain, Operations, Logistics, Manufacturing, Healthcare, etc.

**Certificate:** Business Analytics *(Upon graduation in 20XX)*

**Certificate:** Lean Six Sigma Greenbelt *(Upon graduation in 20XX)*

Named Fellowship (e.g., Darla Moore Fellow, BMW or Fluor Fellow). MBA Clubs, Prizes, winning simulations, other

**Courses:** add those relevant to your target career in finance, supply chain, marketing, data analytics, etc. Max 1-2 lines.

Professional seminars, e.g., WALL STREET PREP, financial and valuation modeling seminar, Month 20XX

UNDERGRADUATE University FORMAL name City, State COUNTRY

**Bachelor of \_\_\_\_\_\_\_\_, Major: --. Minor: –**, if any**. GPA** X.X / X.XMonth Year – Month Year

2 lines maximum listing Scholarships, Awards, Honor societies, undergrad club Memberships, Sport teams,

UNIVERSITY, School Formal Name City, COUNTRY

**Summer or Semester abroad or at another school?** Classes: X **language, Politics, History** Month Year – Month Year

**EXPERIENCE**

Insert FULL & CORRECT company name (all caps not bolded) *– add brief description of organization* City, State COUNTRY

**Title of most recent position (bold)** (Month Year – Month Year)Month Year – Month Year

Insert **Job Scope**. A short narrative description about the role and overview of your former position, with some relevance for your new functional objective. This tells something about what you did, not a list of duties. Do not exceed 2 lines.

* Insert 2-3 **bullet accomplishment statements that include an action and result.** Keep to one line (**factual, concise, and clear).**
* Each statement should **highlight an achievement and/or value-adding experience, *quantified****.*
* Begin each **bullet** with strong action verb and end each statement with a period. **It should answer "so what?"**

**Title of earlier position at the same company, if any** (Month Year – Month Year)

Insert the **Job Scope** Statement. Follow same instructions as above.

* Insert 2-3 **bullet accomplishment statements** as above.
* Insert 2-3 **bullet accomplishment statements** as above.

Insert FULL & CORRECT company name (all caps not bolded) *– add brief description of organization* City, State COUNTRY

**Title of next earlier position (bold)** Month Year – Month Year

Insert **Job Scope as above**.

* Insert 2-3 **bullet accomplishment statements** as above.
* Insert 2-3 **bullet accomplishment statements** as above.

**LANGUAGES** ENGLISH: Native [or Fluent] GERMAN and RUSSIAN: Proficient OTHER: Beginner or...?

**IT - ANALYTICAL** General Applications Excel (macros, modeling, pivot tables, Solver), Word, PowerPoint, Outlook, Project

Finance-Research Bloomberg, Yield Book, Capital IQ, ThompsonONE, Gartner, LexisNexis, PrivCo, Hoover’s

Data Analysis SAS, Tableau, StatPro, Value Stream Mapping, SIPOC, Kano Analysis, DMAIC, ANOVA, R,

Hadoop, regression, mixed integer programming, process modeling, SPSS, Stata

**CERTIFICATION** List current certifications not listed above such as APICS, CPIM, CFA Level 1 candidate

**ACTIVITIES** Volunteer where? Non-academic sports-hobbies-awards? Prior international living-travel where? Other?

**MEMBER-OTHER** Professional-Civic Club Member (put academic club under relevant university. US Secret Security Clearance **CITIZENSHIP**  United States of America or other? State if "Dual United States of America and country....” **Add if non-US**

**US WORK AUTHORIZATION** – US Permanent Residency status “Green Card” or Can work in US up to 1 Year following graduation on student visa with no corporate sponsorship or Can work in US up to 3 years on F-1 student visa with STEM extension.