|  |
| --- |
| **PURDUE PETE**West Lafayette, IN 47906xxx-xxx-xxxxpurduepete@purdue.edu |
|  |
| **EDUCATION** |
| **Purdue University, Mitchell E. Daniels, Jr. School of Business*****Bachelor of Science, Management*** | **West Lafayette, IN** **May 2021** |
| Concentrations: List appropriate concentrations |
| * Honors College, The Cornell A. Bell Business Opportunity Program (BOP), etc.

\*These are academically related programs. If you have additional involvement and/or leadership in these programs, you may choose to put it in a Leadership and Involvement section instead.* Add GPA if desired
 |
|  |
| **PROFESSIONAL EXPERIENCE**  |
| **Company Name 1*****Job title #1*** | **City, State****Month Year – Month Year** |
| * Start with action verb and include results or potential results if possible
* Start with action verb and quantify effort
* Use two to five bullets
 |
|  |
| **Company Name 2*****Job title #2*** | **City, State****Month Year – Month Year** |
| * Start with action verb and include results or potential results if possible
* Start with action verb and quantify effort
* Use two to five bullets
 |
|  |
| **Company Name 3*****Job title #3*** | **City, State****Month Year – Month Year** |
| * Start with action verb and include results or potential results if possible
* Start with action verb and quantify effort
* Use two to five bullets
 |
|  |
| **LEADERSHIP AND INVOLVEMENT** |
| * List any organizational memberships, activities, or affiliations
* Highlight leadership roles, examples of problem solving and teamwork
* Consider using the same format as in the ‘Professional Experience’ section so your activities are listed as entries
 |
|  |
| **COMMUNITY SERVICE/VOLUNTEERISM** |
| * Showcase any volunteerism or individual accomplishments that are service oriented
* Highlight leadership roles, examples of problem solving and teamwork
* Consider using the same format as in the ‘Professional Experience’ section so your activities are listed as entries
 |
|  |
| **ADDITIONAL EMPLOYMENT** |
| * List any positions/work experience you have held that are not directly related to your career pursuits
* Use two to five bullets to highlight transferrable skills you developed
* Use the same format you use in the ‘Professional Experience’ section
 |
|  |
| **RELEVANT SKILLS** |
| * Highlight any additional skills that have not previously been mentioned (language, technical, etc.)
 |
|  |
| **LICENSURE AND CERTIFICATIONS** |
| * Include unique certifications that make you different from other candidates
 |
|  |
| **OTHER SECTIONS YOU WANT TO INCLUDE THAT ARE UNIQUE OR DIFFERENT** |
| * Include in a list or in bullet form
 |