

FIRST NAME LAST NAME

emailaddress@elon.edu • (xxx) xxx-xxxx

Current Address

SUMMARY OF QUALIFICATIONS

- Three to five bullet points that show that you're qualified for the job
- Pull specific information from your various work and academic experiences, for example
- For example: Strong project management skills exhibited through running a \$100 million dollar product line sold in Target, Walmart and Home Depot

RELEVANT EXPERIENCE

Insert Company Name (Bold) City, State
Position (in Italics) May 20XX – Aug 20XX

- Insert your accomplishment statements (2 to 4 per experience). Keep them between 1 to 2 lines
- You want each statement to be clear, concise and direct, and begin with a strong action verb
- Each should highlight an achievement and/or value-add experience, *quantified* if possible
- Accomplishment statements should use the STAR (situation, task, action result) method of telling

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ADDITIONAL EXPERIENCE

Insert Company Name (Bold) City, State
Position (in Italics) May 20XX – Aug 20XX

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EDUCATION

Elon University, Martha and Spencer Love School of Business Elon, NC
Master of Business Administration May 20XX

Undergraduate University City, State
Bachelor of XXXX May 20XX

SKILLS

- Proficient in Microsoft Office...(add other technical and computer programs that are relevant to the job)