

## FULL NAME

1234 N. Street Ave., Unit #1 | City, State Zip Code  
(312) 555-1234 | astudent@ChicagoBooth.edu

### SUMMARY

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Use 3 or 4 lines to provide a synopsis of your professional experience, qualifications, and core strengths. Tailor your message to the job description of your target role so you're emphasizing your most relevant, differentiating attributes. Avoid buzzwords and clichés, and save narrative objectives for the cover letter. Do not use personal pronouns.

- Skill or expertise to highlight
- Skill or expertise to highlight
- Skill or expertise to highlight
- Skill or expertise to highlight
- Skill or expertise to highlight
- Skill or expertise to highlight

### EXPERIENCE

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**EMPLOYER NAME**, Location

Year Started – Present

Optional line of other relevant corporate information.

#### Current Job Title (Month Year – Present)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
- Impactful bullet.
- Impactful bullet.
- Impactful bullet.

#### Previous Job Title (Month Year – Month Year)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
- Impactful bullet.
- Impactful bullet.
- Impactful bullet.

**EMPLOYER NAME**, Location

Year Started – Year Ended

Optional line of other relevant corporate information.

#### Job Title (Month Year – Month Year)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
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- Impactful bullet.
- Impactful bullet.

#### Job Title (Month Year – Month Year)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
- Impactful bullet.
- Impactful bullet.

**EMPLOYER NAME**, Location

Year Started – Year Ended

Optional line of other relevant corporate information.

Job Title (Month Year – Month Year)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
- Impactful bullet.
- Impactful bullet.
- Impactful bullet.

Job Title (Month Year – Month Year)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
- Impactful bullet.
- Impactful bullet.

**EMPLOYER NAME**, Location

Year Started – Year Ended

Optional line of other relevant corporate information.

Job Title (Month Year – Month Year)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
- Impactful bullet.
- Impactful bullet.

**EMPLOYER NAME**, Location

Year Started – Year Ended

Optional line of other relevant corporate information.

Job Title (Month Year – Month Year)

Use no more than two lines to describe your job responsibilities.

- Impactful bullet.
- Impactful bullet.
- Impactful bullet.

**EDUCATION**

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**THE UNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS**

Chicago IL

*Master of Business Administration*

Month Year – Month Year

- Concentrations in X, Y, and Z
- Optional line of other relevant educational information.

**SCHOOL NAME**

Location

*Degree Name and Major*

Year of Graduation

- Optional line of other relevant educational information.

**ADDITIONAL**

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- Optional line of other relevant information, including professional training and affiliations.
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