

FIRST NAME LAST NAME

Telephone Number · Email Address (use Stanford address)

Summary

Optional: Summary paragraph highlighting your accomplishments, experience, tuned to target job/role. Key Accomplishments or skills can be included with bullets.

Experience

Organization Name (bold either company name or title, not both)

City, State/Country

One line organization description, but don't include for recognized firms

Job Title

Start Year Worked – End Year Worked

Responsible for.....

- Brief description of accomplishments, with concrete actions and quantifiable results (typically 3-5 bullet points) Include budget, number of people managed, revenue, change in revenue, etc.
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Job Title

Year Worked – Year Worked

Responsible for.....

- Brief description of accomplishments, with concrete actions and quantifiable results (typically 3-5 bullet points) Include budget, no. of people managed, revenue, change in revenue
-
-

Organization Name

City, State/Country

Brief organization description, if necessary

Job Title

Year Worked – Year Worked

Responsible for.....

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Additional Experience (anything older than 10 years)

Organization Name. Title

Organization Name. Title

Education

Stanford Graduate School of Business, Sloan Fellow, Stanford MSx Program, 2014

- A one-year, full-time degree program for experienced leaders

Degree Institution, Degree Name, Subject Area, Year (may omit year if over 50 years of age)

Additional

- Language competencies
- Community service

(NOTE: If your resume is 2 pages, put your name on the top or bottom of page 2.)