

First Name Last Name

City, State • Email Address • Phone Number • LinkedIn URL • Website/Portfolio URL

EDUCATION

University (Most recent and relevant studies)

City, State

Career name

Month - Year

Relevant Coursework:

Distinctions: Participation in clubs, awards, scholarships, and extra activities.

EXAMPLE

ITESO Universidad Jesuita de Guadalajara

Guadalajara, Mexico

Engineering, Computer Systems

12 - 2016

Relevant Coursework: Software engineering, Business process management.

Distinctions: Half-scholarship awarded. Entrepreneur and innovation campus winner. Selected for the 1-year program of Latin-American Leadership.

WORK EXPERIENCE

Company

City, State

Position/Role

Month - Year

- Each bullet point should be no longer than 3 sentences.
- Describe your achievements using one of the 3 methods: CAR, STAR or XYZ. Check out the post:

EXAMPLE

Intel Corporation

Guadalajara,
Mexico

Multinational tech corporation with +131k employees and US\$63B revenue.

Lead Product Manager

June 2022 - Present

- Increased profitability of the leading software suite by 15% and reduced operating expenses by 20% through a key partnership with a cloud service provider and refined pricing strategies based on consumer demand analysis.

ADDITIONAL INFORMATION

Certifications: Include scholarships, awards. **Example:** Mastering Product Management, Reforge 2023.

Skills: Include technical savvy skills. Soft skills should be in the work experience section. **Example:** Front-end development, Application Design, Cybersecurity, Cloud Computing.

Tools: Including tools of your domain adds value in tech roles. **Example:** GitHub, Jira, Notion, Miro.

Interests: All of us have interests outside of work. **Example:** Game Design, Coffee enthusiast.

Volunteer: Add any volunteering opportunities that you do. **Example:** Mentoring other PMs.

Language: Applying to an international company? Add the language and level. **Example:** English C1.