

[This template is intended to serve as a starting point. You can customize it as needed to reflect your professional brand and industry norms. View sample resumes at z.umn.edu/UBCCexamples for more format ideas.]

NAME

Address • Email • Phone • [Custom LinkedIn Profile URL](#) (Optional) • Preferred Pronouns (Optional)

EDUCATION

UNIVERSITY OF MINNESOTA, Minneapolis, MN

Curtis L. Carlson School of Management

Bachelor of Science in Business, Major: [\[Insert here\]](#)

[\(Your Intended Graduation Date\)](#) May 2024

GPA: X.XX

EXPERIENCE [\(Other options: INTERNSHIPS; MARKETING EXPERIENCE, etc.\)](#)

EMPLOYER, City, State

Position

Start Month Year – End Month Year

- [Use this statement to summarize your most relevant responsibilities and accomplishments]
- [Use action verbs to highlight specific skills and accomplishments]
- [Quantify your contributions wherever possible to help demonstrate your impact]

EMPLOYER, City, State

Position

Start Month Year – End Month Year

- [Insert Statement Here]
- [Insert Statement Here]
- [Insert Statement Here]

EMPLOYER, City, State

Position

Start Month Year – End Month Year

- [Insert Statement Here]
- [Insert Statement Here]
- [Insert Statement Here]

ADDITIONAL EXPERIENCE [\(Optional: for experience that may not be as directly relevant to your goals\)](#)

EMPLOYER, City, State

Position

Start Month Year – End Month Year

- [Insert Statement Here]
- [Insert Statement Here]

EMPLOYER, City, State

Position

Start Month Year – End Month Year

- [Insert Statement Here]
- [Insert Statement Here]

LEADERSHIP & INVOLVEMENT [\(Optional\)](#)

ORGANIZATION, City, State

Position

Start Month Year – End Month Year

- [Use this statement to summarize your most relevant responsibilities and accomplishments]
- [Use action verbs to highlight specific skills that you utilized while in this position]

ORGANIZATION, City, State

Position

Start Month Year – End Month Year

- [Insert Statement Here]

SKILLS [\(Optional\)](#)

Language: Fluent in (XX); Conversational proficiency in (XX)

Technical Skills: [e.g. software proficiency, product management]

AWARDS / CERTIFICATIONS / INTERESTS [\(Optional\)](#)

- [Insert Here] [\(Ex: Ecolab Scholars Program, 2022\)](#)