[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 *(Your Intended Graduation Date)* *May 2024*
Bachelor of Science in Business, Major: [Insert here] 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)