

PURDUE PETE

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EDUCATION

Purdue University, Krannert School of Management

West Lafayette, IN

Bachelor of Science, Management

May 2021

Concentrations: List appropriate concentrations

- Honors College, The Cornell A. Bell Business Opportunity Program (BOP), etc.
*These are academically related programs. If you have additional involvement and/or leadership in these programs, you may choose to put it in a Leadership and Involvement section instead.
- Add GPA if desired

PROFESSIONAL EXPERIENCE

Company Name 1

City, State

Job title #1

Month Year – Month Year

- Start with action verb and include results or potential results if possible
- Start with action verb and quantify effort
- Use two to five bullets

Company Name 2

City, State

Job title #2

Month Year – Month Year

- Start with action verb and include results or potential results if possible
- Start with action verb and quantify effort
- Use two to five bullets

Company Name 3

City, State

Job title #3

Month Year – Month Year

- Start with action verb and include results or potential results if possible
- Start with action verb and quantify effort
- Use two to five bullets

LEADERSHIP AND INVOLVEMENT

- List any organizational memberships, activities, or affiliations
- Highlight leadership roles, examples of problem solving and teamwork
- Consider using the same format as in the 'Professional Experience' section so your activities are listed as entries

COMMUNITY SERVICE/VOLUNTEERISM

- Showcase any volunteerism or individual accomplishments that are service oriented
- Highlight leadership roles, examples of problem solving and teamwork
- Consider using the same format as in the 'Professional Experience' section so your activities are listed as entries

ADDITIONAL EMPLOYMENT

- List any positions/work experience you have held that are not directly related to your career pursuits
- Use two to five bullets to highlight transferrable skills you developed
- Use the same format you use in the 'Professional Experience' section

RELEVANT SKILLS

- Highlight any additional skills that have not previously been mentioned (language, technical, etc.)

LICENSURE AND CERTIFICATIONS

- Include unique certifications that make you different from other candidates

OTHER SECTIONS YOU WANT TO INCLUDE THAT ARE UNIQUE OR DIFFERENT

- Include in a list or in bullet form