

First Last

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EDUCATION

University Name (e.g. New York University), School Name (e.g. Leonard N. Stern School of Business)	City, State
B.S. in Your Major	Start Month, Year – End Month, Year (e.g. Aug 2021 – May 2025)
<ul style="list-style-type: none">• Courses: List relevant coursework showcasing your field knowledge and skills (e.g. Accounting, Computer Science, etc.)• GPA: 3.xx/4.00 (include GPA if strong) Honors: Highlight any academic honors / awards you received (e.g. Honors Scholar)	
High School / Undergraduate University	City, State/Country (if outside the US)
Diploma or Program (International Baccalaureate Diploma Program)	Month, Year – Month, Year
<ul style="list-style-type: none">• GPA: 3.xx/4.00 (if impressive) Courses: Mention courses that are relevant to your intended career or field of study (e.g. Math)• Honors: Note any significant honors, awards, or leadership positions (e.g. Citizenship Award, Best Athlete Award, Honor Roll)	

PROFESSIONAL EXPERIENCE

Company Name – Job Title	City, State
A brief description of the company	If it's ongoing: Start Month Year – Present
<ul style="list-style-type: none">• Action Verb + Task: Begin each point by describing your responsibilities using action verbs (e.g., 'Developed,' 'Managed,' 'Built')• Impact/Result: Quantify your achievements when possible (e.g., 'Increased clickthrough by 20%', 'Conducted 28 user interviews')• Skills Used: Highlight the skills you applied and /or developed in this role ('Designed and prototyped 24 app screens using Figma,')• 2-4 Bullet Points: Try and keep all your experiences between 2-4 bullet points and try and reach the end of the line for readability	
Example Company 1 – Business Analyst	Menlo Park, CA
XYZ's corporate venture arm	Jun 2023 – Aug 2023
<ul style="list-style-type: none">• Developed a comprehensive marketing strategy for a new product line, conducting market research and analyzing consumer behavior to identify key target demographics, resulting in a 25% increase in market penetration within the first quarter of launch• Led a cross-functional team to implement a new CRM system, streamlining customer interactions and improving response times by 30%, enhancing customer satisfaction and loyalty through targeted communication strategies raising the Net Promoter Score by 0.5• Conducted detailed competitive analysis to identify emerging trends in the renewable energy sector, collaborating with industry experts to develop innovative solutions that reduced operational costs by 15% while improving overall efficiency	
Example Company 2 – Product Marketing Manager	Mumbai, India
High protein food startup	Nov 2022 – Jan 2023
<ul style="list-style-type: none">• Implemented a loyalty rewards program that boosted customer retention rates by 14% and increased average purchase value by 12%• Optimized the online checkout process by integrating a one-click payment system and reducing cart abandonment rates by 18%• Developed a subscription-based model and introduced recurring orders which increased CLTV by 35% and created an MRR stream	
Example Company 3 – Business and Product Development Intern	Bangalore, India
Private steel processing venture	Jun 2022 – Aug 2022
<ul style="list-style-type: none">• Conducted a Porter's 5 Forces and RBV analysis of key competitors and identified competitive advantages in their business models• Proposed the expansion of services into a commission-oriented model spanning warehousing, transport, processing, and financing	
Example Company 4 – Product Manager and Graphic Designer	Hyderabad, India
Career counseling and edtech startup	Jun 2022 – Aug 2022
<ul style="list-style-type: none">• Digitized 13 in-person SOP and LOR lectures to reduce labor costs and create a scalable, monetizable, and online product offering• Designed low-fidelity prototypes for a global career counseling application by identifying pain points from 156 student interviews	

LEADERSHIP & EXTRACURRICULAR ACTIVITIES

Program / Organization Name	City, State/Country if outside the US
Your Role / Position	Start Month Year – Present
<ul style="list-style-type: none">• Responsibilities: Provide details about your involvement and contributions (e.g. Forming task-oriented teams to improve speed)• Impact: Highlight any initiatives you led/worked on and their outcomes (e.g. Hosted 8 workshops with 30+ in-person attendees)• Skills Developed: Focus on the skills you developed / experiences you gained (e.g. copywriting, teamwork, video editing, designing)	
Ace Entrepreneurship Group	New York, NY
Startup Team (selected amongst 130+ applicants)	Feb 2022 – June 2022
<ul style="list-style-type: none">• Worked as part of a team focused on product design/development, networking skill development, and advanced entrepreneurship• Acquired hard skills like Figma, Webflow for web design, UI/UX research through designing, prototyping, developing products• Learned startup-oriented strategies including mapping customer journeys, cold emailing, GTM tactics, and raising venture capital	

SKILLS & INTERESTS

- **Skills:** List any technical skills relevant to your field (e.g. Design Thinking, Java, Python, Final Cut Pro, Adobe Creative Studio)
- **Interests:** List any personal and professional interests (e.g. Supercars, Street Food, Marvel Cinematic Universe, Calisthenics, F1)

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Numerical Date Month Year (e.g. 28th August 2024)

Dear [Recipient's Last Name],

I hope this letter finds you well. I am writing to express my enthusiasm for the [Position Title] at [Company Name]. As an intellectually curious individual and an avid problem solver, I am particularly drawn to this opportunity. I am currently pursuing [Your Major/Field of Study] at [Your University], where I have developed a robust skill set that I am eager to bring to [Company Name].

Following my passion for [Your Passion/Interest], I had the opportunity to [Briefly Describe a Relevant Experience or Project]. In this role, I [List Key Responsibilities/Actions You Took], which allowed me to hone my skills in [Mention Skills Developed]. These experiences deepened my understanding of [Relevant Field or Industry] and taught me valuable lessons in [Mention Any Key Achievements or Learnings].

Throughout my academic and professional experiences, I have worked on various aspects of [Your Industry or Field]. Most recently, at [Previous Company or Project], I was responsible for [Briefly Describe Your Role and Achievements]. These experiences will enable me to contribute effectively to [Company Name]'s goals and help tackle the challenges faced by your clients.

My ability to [Highlight Leadership, Innovation, or Teamwork Skills] is exemplified in my current role as [Current Leadership Position, if any]. In this position, I led [Describe an Initiative or Project You Led], which required a combination of problem-solving expertise and teamwork. I believe that the opportunities provided by [Company Name] will allow me to further develop these skills and apply them in new and impactful ways.

Moreover, my strong background in [Mention Any Technical or Analytical Skills] equips me with the ability to [Describe How These Skills Will Be Useful in the Role You Are Applying For]. I am confident that my analytical skills, combined with my ability to present complex information in a clear and visually engaging manner, will be an asset to your team.

On a personal level, my [Mention Any Unique Personal Qualities or Experiences] have shaped my approach to [Describe How These Qualities Make You a Strong Candidate]. In addition, my interests in [List a Few Interests or Hobbies] reflect my curiosity and enthusiasm for exploring various industries—qualities that I believe are essential for success in [Role/Industry you are applying to].

I am eager to bring my unique blend of skills and experiences to [Company Name] and contribute to delivering exceptional value to your clients. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the continued success of [Company Name].

Best regards,
[Your Name]