

YOUR NAME
she/her/hers (*optional*)
2 Peabody Terrace, #902
Cambridge, MA 02138-6213
yourname@mba[classyear].hbs.edu
(617) 123-4567

education

2022 - 2024 **HARVARD BUSINESS SCHOOL** **BOSTON, MA**
Candidate for Masters in Business Administration, May 2024. Co-President of Tech Club. Member: Global Business and Investment Clubs.

2010-2014 **UNIVERSITY OF MINNESOTA** **MINNEAPOLIS, MN**
Bachelor of Science degree, *magna cum laude*, in Computer Science. Elected President of Beta Pi Sorority. Awarded Bronze Crown for demonstrating leadership qualities. Elected Chairperson of Computing Student Council, President of Class of 2013.

experience

summer 2020 **HIGH TECH COMPANY** **SAN FRANCISCO, CA**
Product Marketing Associate
Researched, designed, and presented marketing program to target emerging distribution channel for local area networking and database products.

- Surveyed customers, potential distributors, and industry analysts to determine key success factors.
- Bullet highlighting your accomplishments.
- Bullet highlighting your accomplishments.

2015-2020 **INVESTMENT BANK** **NEW YORK, NY**
Financial Analyst
Developed valuation analysis, performed due diligence, prepared offering memoranda, and advised companies across industries on strategic alternatives and financing.

- Assessed industry landscape and interloper risk for potential \$25bn transaction.
- Bullet highlighting your accomplishment.
- Bullet highlighting your accomplishment.
- Bullet highlighting your accomplishment.
- Bullet highlighting your accomplishment.

2013-2015 **GLOBAL INVESTMENT PARTNERS, LP** **SAN MATEO, CA**
Venture Capital Analyst
Contributed to evaluation of early and late stage venture investments in the data-networking, telecommunications, and software markets. Conducted customer due diligence and worked closely with management teams on business development, marketing, and finance projects.

- Explored strategic partnerships between cable modem chipset start-up and leading analog and digital semiconductor suppliers.
- Recommended key partners to board members.
- Bullet highlighting your accomplishments.
- Bullet highlighting your accomplishments.

community Founder, Women In Technology. National organization with 850 members providing workshops and support network for women working in technology. Volunteer, Project Literacy.

personal Fluent in Japanese and German. Enjoy hiking, swimming and skiing. Distance runner.