Candidate Name

Street address, City, State Zip

username@uw.edu | (206) 123-5678

EDUCATION

The Michael G. Foster School of Business, University of Washington, Seattle, WA June 20##

Candidate for Master of Business Administration, Concentration

* Certificate programs listed

* Additional activities, awards, honors

* Activities such as clubs. Format: Officer title, Club name

Undergraduate Institution, City, ST/Country  June 1999

Bachelor of Arts/Science, Major

* Achievements, honors
* Thesis, study-abroad program, etc. Keep this section concise.

EXPERIENCE

Company Name 1, City, ST/Country 2013-2013

An optional line describing company’s business, to help resume reviewer contextualize work experience

Job Title, Division or Subsidiary if applicable

(Optional) Brief overview of job responsibilities. One or two lines at most.

* Each bullet should describe results and achievements. Quantify how well you did the job. Can use multiple phrases. Each bullet should be 1-3 lines long. Group responsibilities and activities logically to the reader

* List bullets in the order starting with one that broadly describes your job, moving to more specific points.

* Proceed with additional bullets that drill down to key achievements, describing the activities with action verbs, avoiding passive tense (is, are, there is, were accomplished). Try to include numbers to quantify your achievement.

Company Name 2, City, ST/Country 2002-2010

An optional line describing company’s business, to help resume reviewer contextualize work experience

Job Title 1, Division 1 or subsidiary1 if applicable (2007-2010)

(Optional) Brief overview of job responsibilities. One or two lines at most.

* Apply same principles for developing bullets as mentioned earlier.

* A note about formatting: If you lose the formatting of a line, don’t replicate it manually. The trick is to place your cursor somewhere in the messed up line, then go to Home > Styles dropdown menu, then click on the style you want to replace it with.

Job Title 2, Division 2 (2002-2007)

(Optional) Brief overview of job responsibilities. One or two lines at most.

* Text of the body is all set at 10.5 point font. If you need less space, you can raise it to 11 point. Minimum is 10pt. Leave the category (Educ, Exp, Skills and Activities) and contact info at the preset size.
* Character spacing is condensed between 0.2-0.3 point, depending on the format style. To manipulate character spacing, select the desired text, and go to Font >Advanced >Character Spacing, and reduce condensed space to 0.1, or desired spacing.

Something Institute 3, City, ST/Country 1999-2002

An optional line describing company’s business, to help resume reviewer contextualize work experience

Job Title, Division or subsidiary

(Optional) Brief overview of job responsibilities. One or two lines at most.

* As the position becomes less recent, you might have fewer bullets for the role. You might condense what were 3 bullets into one. The assumption is that over time you have advanced in your career, and the interesting content is with more recent positions.

SKILLS AND ACTIVITIES

* Group like items together. Consider one line for special computer skills, licenses, languages
* Lump personal interests or activities into 1 line. Be concise; don’t list everything. Remember, this is a resume.