

Sample Template/Chronological

Your Name Here

Your street address, city state, zip
Your phone number, e-mail address, cell phone (optional)

EDUCATION **MBA**, Graziadio School of Business and Management
Pepperdine University, Malibu, CA Graduation Month/Year (date optional)
Key academic accomplishments, projects, scholarships
Degree, Major
University Name, City, State Graduation Month/Year (date optional)

EXPERIENCE **Company Name**, City, State Dates (years only)
Job Title
A two- line overview of Company including the type of services, products, revenues, market share information and your essential role.

- An accomplishment (show measurable results where possible) from THIS job, illustrating a skill needed in the NEW job/industry you are targeting
- Another accomplishment from this job, key roles or contributions made while there.
- Another activity from this job illustrating a skill needed or a characteristic like leadership, creative problem solving, communication etc...

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ADDITIONAL **Computer Skills:** List all relevant software, hardware...

SKILLS **Language Skills:** Fluent in....

Affiliations: Memberships, organizations, offices held and volunteer work relevant (*only*).

Interests: Relevant, unique, special interests, i.e., Nationally ranked tennis player, or extensive travel internationally, marathons-completed the Los Angeles Marathon twice; attended Spanish immersion program in Antigua, Guatemala in Summer 2002).