

FIRST NAME LAST NAME

Phone:

Email:

EDUCATION **UNDERGRADUATE UNIVERSITY** City, State or Country

Degree Title, Completion Month, Year

- Major(s) and Minor(s)
- If applicable, thesis title
- GPA if above 3.0
- Awards, Dean's List,
- Study abroad (global) experiences

EXPERIENCE **COMPANY** City, State or Country

MM/YYYY – (Optional) 1 line description if unknown international company (eliminate line if not using)

MM/YYYY **Position Title**

- Achievement and action-oriented bullet points
- Add numbers/percentages where applicable
- Describe results, complexity, magnitude or speed of projects while in position

MM/YYYY – **COMPANY** City, State or Country

MM/YYYY (Optional) 1 line description if unknown international company (eliminate line if not using)

(total time at **Most Recent Position Title**, MM/YYYY – MM/YYYY

company – delete this explanation)

- Use this format when you held multiple positions at the same company
- If your more recent position is a promotion that includes some/many of the same activities/responsibilities as your prior position, be sure to differentiate by focusing on the added responsibilities or skills leveraged

Previous Position Title, MM/YYYY – MM/YYYY

- Your more junior positions do not need as many bullets as the more recent and senior positions
- Highlight relevant skills; you don't need to list every activity or responsibility of the position

PROJECTS **COMPANY NAME OR ACADEMIC TITLE** City, State or Country

Month, Year Include a 1 line description of the project structure and objectives

- This is an ideal section to highlight your Six Sigma and PPDD projects
- Use this section if you do not have extensive professional experience and want to supplement your experience with academic projects that showcase your work related to a company
- Use action words that describe your work and your goal
- Showcase the results of your project to show purpose to your work
- Describe results, complexity, magnitude or speed of projects while in position

ADDITIONAL • Awards Received, Year

- Community Involvement, Year
- Volunteer Experiences, (type of volunteer, name of organization, description if necessary), Year
- Interests and hobbies that demonstrate mastery, discipline, and/or achievement
- Professional Certifications
- Computer Skills
- Languages