FIRSTNAME LASTNAME

Personal Address
Contact number | School Email Id

EDUCATION (Mention all your educational qualifications in this section)

NAME OF SCHOOL   City, State
Candidate for XXXXXXX (Degree Name)   20XX-Present
- Concentration or relevant coursework and GMAT score (or score of any other test taken)
- Academic achievement or recognition (if any)
- Membership of clubs/associations (if any)
- Study abroad programme (if any)

NAME OF SCHOOL   City, State
Degree Name   20XX-Present
- Concentration or relevant coursework
- Academic achievement or recognition (if any)
- Membership of clubs/associations (if any)
- Study abroad programme (if any)

EXPERIENCE (Mention key details about your professional experiences)

NAME OF ORGANIZATION   City, State
Job Title   Month 20XX – Month 20XX
- Describe your roles and responsibilities concisely in bullets
- X---XXX--X
- X---XXX--X
- X---XXX--X
- X---XXX--X

NAME OF ORGANIZATION   City, State
Job Title   Month 20XX – Month 20XX
- Describe your roles and responsibilities concisely in bullets
- X---XXX--X
- X---XXX--X
- X---XXX--X
- X---XXX--X

NAME OF ORGANIZATION   City, State
Job Title   Month 20XX – Month 20XX
- Describe your roles and responsibilities concisely in bullets
- X---XXX--X
- X---XXX--X
- X---XXX--X
- X---XXX--X

ADDITIONAL INFORMATION

- Languages: Language 1 (native), Language 2 (fluent), Language 3 (basic/intermediate)
- Technical Skills: Mention details of software knowledge including technical and computer skills
- Professional associations (if any)
- Volunteer or Leadership experience (if any)
- Any other achievements and interests