

**FIRSTNAME LASTNAME**

Personal Address

Contact number | School Email Id

**EDUCATION** (Mention all your educational qualifications in this section)

**NAME OF SCHOOL**

*Candidate for XXXXXXXX (Degree Name)*

City, State  
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**

*Degree Name*

City, State  
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**

*Job Title*

City, State  
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**

*Job Title*

City, State  
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**

*Job Title*

City, State  
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