



# Resume Format I

Use the following resume template if you are transitioning into a new industry or career and have minimal experience.

## STUDENT NAME

Street Address, City, State, Zip  
Phone | Email | LinkedIn URL

## EDUCATION

**Drexel University LeBow College of Business**

*Master of Science in XXXXXXXXX*

=OR=

*Master of Business Administration, Concentration in XXXXXXXX*

Philadelphia, PA

Anticipated graduation month & year

Anticipated graduation month & year

**State University**

*Bachelor of Science in Computer Engineering*

Anytown, PA

## SKILLS

*For Business Analytics and Supply Chain Management & Logistics students, use this space below EDUCATION to highlight specific technical/software skills as relates to the industry. For all others SKILLS section can follow EXPERIENCE section.*

**PROJECT EXPERIENCE** (If you do not have relevant work experience, highlight academic projects that demonstrate your aptitude within the industry)

School/Organization Name

Location

Project Name

Dates

- Use bullet points to list ACCOMPLISHMENT STATEMENTS
- Highlight WHAT you did, HOW you did it, WHY you did it and what the RESULTS were
- QUANTIFY your work whenever possible to provide further context

## EXPERIENCE

Company Name (1)

Location

Job Title

Dates

- List in reverse chronological order
- Use bullet points to list ACCOMPLISHMENT STATEMENTS
- Highlight WHAT you did, HOW you did it, WHY you did it and what the RESULTS were
- QUANTIFY your work whenever possible to provide further context
- Always make sure that your current/most recent position has the most bullet points to demonstrate increase in responsibility and growth

Company Name (2)

Location

Job Title

Dates

- Use bullet points to list ACCOMPLISHMENT STATEMENTS
- Highlight WHAT you did, HOW you did it, WHY you did it and what the RESULTS were
- QUANTIFY your work whenever possible to provide further context
- Always make sure that your current/most recent position has the most bullet points to demonstrate increase in responsibility and growth

## ACTIVITIES/ASSOCIATIONS

*List here any relevant industry and/or professional groups to demonstrate your professional commitment and involvement within your field and/or civic responsibility. Include dates.*

American Marketing Association, Treasurer, 2017 - present

Salvation Army, Advisory Board Member, 2016 - 2017

