Resume Format II

Use the following resume template if you are <u>established in your field or industry and have a minimum of 3-5 years' experience.</u>

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

PROFESSIONAL PROFILE

If you have 3-5 years' experience or more within your related field, use this space to provide a high level overview of your qualifications as they relate to the job(s) that you are applying for. Think of this as your value proposition. Describe specific skills and experience. This should only be 2-3 sentences long.

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

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.***

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

EDUCATION

Drexel University LeBow College of Business   Philadelphia, PA
Master of Science in XXXXXXXX   =OR=   Anticipated graduation month & year
Master of Business Administration, Concentration in XXXXXXX   Anticipated graduation month & year

State University   Anytown, PA
Bachelor of Science in Computer Engineering