

Full Name

(517) 123-1234 • youremail@broad.msu.edu • [LinkedIn URL hyperlink \(w/o www\)](#)

EDUCATION

Michigan State University – Broad College of Business, East Lansing, MI

Master of Science in Business Data Science and Analytics, expected December 20XX

University of Cincinnati – Lindner College of Business, Cincinnati, OH

Bachelor of Science in Business Administration, May, 20XX

Summa Cum Laude

EXPERIENCE

Employer Name, Location

Position Title, dates

- Separate bullet for each responsibility, skill, project, point you are describing
- Describe your action and result (quantifiable when possible)
- Action verbs to tell a story / past tense for previous & present tense for current
- No more than two lines per bullet.
- No more than 4-5 bullets per entry

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ACTIVITIES & SKILLS

- Technical skills
- Languages
- Leadership
- Honors
- Clubs
- Interests