**Firstname Lastname**

(123) 888-8888 | Email@gmail.com| linkedin.com/in/firstnamelastname

Education

**University of Massachusetts Boston: College of Management** Boston, MA

*Degree Name (Example: Master of Science in Finance)* May 2025

Relevant Coursework: (2-5 relevant courses that demonstrate a skill needed for the job)

Activities: (If you are involved with any student organizations that are relevant to the job)

Honors: (If applicable)

Study Abroad: (If applicable and only if you want to include it)

**Undergrad School Name** (If Graduate Student)City, State/ Country

*Degree Name (Example: Bachelor of Science in Management)* May 2021

Relevant Coursework:

Activities: (If you are involved with any student organizations that are relevant to the job)

Honors: (If applicable)

Relevant Experience

**Employer / Student Club** Boston, MA

*Job Title* Month Year- Month Year

* Verb (Each bullet point should include the **C**ontext, **A**ction and **R**esult. We refer to this as “**CAR**”)
* Verb + Context, Action and Result

**Employer / Student Club** Boston, MA

*Job Title 2* (Job title 2 if you get a promotion or a new role at the same organization) Month Year- Month Year

* Verb (Each bullet point should include the **C**ontext, **A**ction and **R**esult. We refer to this as “**CAR**”)
* Verb + Context, Action and Result

*Job Title* 1 Month Year- Month Year

* Verb (Each bullet point should include the **C**ontext, **A**ction and **R**esult. We refer to this as “**CAR**”)
* Verb + Context, Action and Result
* Verb + Context, Action and Result

Additional Experience

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*Job Title* Month Year- Month Year

* Verb (Each bullet point should include the **C**ontext, **A**ction and **R**esult. We refer to this as “**CAR**”)
* Verb + Context, Action and Result
* Verb + Context, Action and Result

Skills

Computer Skills: (ex: Adobe Photoshop, Adobe Premiere and Adobe After Effects)

Research Skills: (ex: SPSS, Microsoft Excel, Qualtrics, Crimson Hexagon)

Language Skills: Language (level of competency)

Honors: (If your awards/honors are not related to your education, you can put it here)