**Executive Summary**

**ABC Professional & XYZ Expert** with experience in (See **Profile Ideas #1** – **Branding** & amend to be the right branding for you). *This branding paragraph is the most important part of your resume and will get the most attention; if this section grabs the employer they will keep on reading. Make it count!*

**Objective:** (See **Profile Ideas #2** – **Objective**) **ABC position** to fully utilize and merge past (choose 1 or 2 items) experience with an MBA focused accordingly. *Objective statements can be optional if accelerating in career, but quite helpful if making a switch.*

**Experience Summary:** (See **Profile Ideas #3** – **Relevant Experience** *and choose 2 lines worth applicable to your experience*)Operations, Research, Data Analysis, Business Development, Marketing, Strategy, Accounting, Budgeting

**Leadership:** (See **Profile Ideas #4** & *choose 2 lines worth applicable to you*)Problem Resolution, Process Improvement, Innovation & Design, Team Building, Cross-Functional Collaboration, Organizational Communications

**EDUCATION | Licensure** (remove if not applicable)

**Graduate Degree**, Emphases: (*List 1-2 here if you need to target resume to this)*, Month Year

University of California, Davis - Graduate School of Management

**Undergrad Degree**, Major, Minor, Month 20##

School’s Name, City, State

**ABC License:** ExpirationDate

**ABC EXPERIENCE** (Type of work - for example could be Consulting Experience, Analytics Experience or BOTH!)

**Job Title, Company**, City, State, Month 20## – Month 20##

* Type directly into this template to maintain proper formatting.
* Advice from Google” *Be specific about projects you’ve worked on or managed. What was the outcome? How did you measure success? When in doubt, lean on the formula, “accomplished [X] as measured by [Y], by doing [Z].*”
* Mitigated risks by X resulting in Y savings by doing Z
* Increased revenues by X from doing Y
* Use strong action verbs, oversaw, manage, spearheaded, redesigned, led, optimized

**XYZ EXPERIENCE** (If all your work is the same use only one of these headings; use 2 headings to target multiple areas)

**Job Title, Company**, City, State, Month 20## – Month 20##

* Type directly into this template to maintain proper formatting.
* Accomplished [X] as measured by [Y], by doing [Z].
* Use strong action verbs. More ideas: analyzed, conducted, improved, originated, created ­­

**Job Title, Company**, City, State, Month 20## – Month 20##

* Type directly into this template to maintain proper formatting.
* Accomplished [X] as measured by [Y], by doing [Z].
* Use strong action verbs. More ideas: Introduced, designed, developed, collected

**LEADERSHIP | ACCOLADES | Additional Qualifications** (Choose which headings fit best here)

**Volunteer Title**, **Organization**,City, State, Month 20## – Month 20##

**ABC Award**, **Organization**,City, State, Month 20## – Month 20##

**Publication Title** (Link if Possible), **Organization**,Month 20##

**Data Tools:** (See **Profile Ideas #5** & *choose 1-2 lines worth applicable to you*) SQL, R, Python, Tableau, Excel

[Click here: Comprehensive List of Applications, Tools, & Technologies](https://www.artsoft-consult.ro/areas-of-application/tools-and-technologies/)