**FIRST LAST**

xx.| City, St 12345 | xx@gmail.com | (xxx) xxx-xxxx

**EDUCATION**

**University of xx**, City, State mmmm, 20yy

Bachelor of xx in xx. GPA: x.x/4.0

Select coursework: xx

**EXPERIENCE**

**Name of company** City, ST

*Role (e.g., Summer Intern)*  *Mmmm. yyyy - Mmmm. yyyy*

* **Objective of the role**
* **Tasks that you did** (e.g.,)
* **Results achieved**

**Name of company** City, ST

*Role (e.g., Summer Intern)*  *Mmmm. yyyy - Mmmm. yyyy*

* **Objective of the role** (e.g., responsible for creating an overview of the competitive landscape for electric vehicles in China & S.E. Asia)
* **Tasks that you did** (e.g., conducted primary research using xx and yy sources, spoke to over 10 market experts and synthesized their views and conducted a detailed analysis of the market using data from zz and bb sources)
* **Results achieved** (e.g., created the first large scale competitive overview for the company, the slides I created were shared with the CEO and received excellent feedback)

**Name of company** City, ST

*Role (e.g., Summer Intern)*  *Mmmm. yyyy - Mmmm. yyyy*

* ***Objective of the role***
* ***Tasks that you did***
* ***Results achieved***

**Name of company** City, ST

*Role (e.g., Summer Intern)*  *Mmmm. yyyy - Mmmm. yyyy*

* ***Objective of the role***
* ***Tasks that you performed***
* ***Results achieved***

**LEADERSHIPS**

**Volunteering : *Name of organization***  *Mmmm. yyyy - Mmmm. yyyy*

* ***Objective of the role******and your responsibilities***
* ***Tasks that you did***
* ***Results achieved***

**XYZ club, University of X** *Mmmm. yyyy - Mmmm. yyyy*

*Role (e.g., President)*

* ***Objective of the role and your responsibilities***
* ***Tasks***
* ***Accomplishments***

**SKILLS AND INTERESTS**

* **Languages**: *(E.g., English – Native, Mandarin – Native, Spanish – Fluent, French Basic)*
* **Software**: (*E.g., SQL – Excellent, Microsoft Excel – Good, Microsoft PPT – Beginner)*
* **Interests**: *examples include – ballroom dancing, sports, adventure travel, playing an instrument etc.*

**Notes/Instructions**

**Formatting**

* Maximum of 4 bullet points for any experience/leadership role
* Maximum of two lines per bullet point
* Make sure you check for commas and full stops
* Follow one pattern throughout – e.g., have full stops at the end of a bullet or don’t, but do not mix and match
* Double check spellings – spellcheck does not always work
* Make sure you show your GPA clearly (exceptions for experienced hires)
* Lowest font size you can go to is 10, try and stay at 11/12

**Content**

* Always quantify things where you can, the more you quantify the easier it is to see the impact you had
* Make sure you show your GPA clearly (exceptions for experienced hires)
* Make sure your contact information is correct and up to date
* Do not use unprofessional emails for contact (ideally the email address has your name followed by a domain)
* Lowest font size you can go to is 10, try and stay at 11/12

**Checking for errors**

* Always print your resume out once you have made it to double check for errors
* Have someone else also skim through to check for errors

For further information or to book a session with me – click the link(s) below

<https://calendly.com/udayan-mittal/resume-cover-letter>

<https://www.mbb-coach.com/resume>