Candidate Name

Address

City,

e-mail address

phone number, mobile number

**PERSONAL SUMMARY**

This is recommended as an introduction. It should be no more than 2 paragraphs long and outline what your qualities are, ethics, culture and what you bring to the company if hired.

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| --- | --- | --- | --- |
| **Company** | **Position** | **Dates** | **Reason for leaving** |
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**EDUCATION**

June 2003 **University of Auckland**  *Candidate for Master of Business Administration, concentration listing*

* Activities such as clubs. Format Officer title, Club name; Club name
* Certificate programs listed
* Additional activities, awards, honors

May 1996 **Undergraduate Institution**   *Bachelor degree description, concentrations*

* Achievements, honors
* Thesis, study-abroad program, etc. Keep this section concise

**EXPERIENCE**

**Company name May 2000-Jan 2008**

## Title, Division or Subsidiary if applicable

## An optional line describing company’s business, to help recruiter contextualize bullet points

**Responsibilities**

* Each bullet should describe responsibilities and achievement

**Achievements**

* Each bullet should describe achievement

**Reason for Leaving** –

**Company name May 2000-Jan 2008**

## Title, Division or Subsidiary if applicable

## An optional line describing company’s business, to help recruiter contextualize bullet points

**Responsibilities**

* Each bullet should describe responsibilities and achievement

**Achievements**

* Each bullet should describe achievement

**Reason for Leaving** –

**Company name May 2000-Jan 2008**

## Title, Division or Subsidiary if applicable

## An optional line describing company’s business, to help recruiter contextualize bullet points

**Responsibilities**

* Each bullet should describe responsibilities and achievement

**Achievements**

* Each bullet should describe achievement

**Reason for Leaving** –

**Company name May 2000-Jan 2008**

## Title, Division or Subsidiary if applicable

## An optional line describing company’s business, to help recruiter contextualize bullet points

**Responsibilities**

* Each bullet should describe responsibilities and achievement

**Achievements**

* Each bullet should describe achievement

**Reason for Leaving** –

# SKILLS AND ACTIVITIES

* Group like items together. Maybe one line for special computer skills, licenses, languages
* Lump personal hobbies or activities into 1 line. Don’t make it too long. Remember, this is a resume

**Referees**