**PROFESSIONAL SUMMARY**

Up to 5 sentences written in 3rd person talking about your key skills, qualifications, and experience – as they relate to the job you are applying to. This is what is going to convince the reader to keep reading! E.g.: *Recent Bachelor of Business Administration graduate seeking to leverage 3.7 GPA, coursework, and internship with BMO toward a career as an Investment Banking Analyst. Acumen for financial modeling with 90+ finance-related classroom hours, including x project*….

**EDUCATION**

**Master of Business Administration (Specialization)** Sept. 2022 – May 2024

Schulich School of Business, York University, Toronto, ON

GMAT: 720 I GPA: 3.6/4.0 I Awards: Dean’s list, Scholarships

**Bachelor of Business Administration (Specialization)** Sept. 2016 **–** May 2020Schulich School of Business, York University, Toronto, ON   
GPA: 3.6/4.0 I Awards: Dean’s list, Scholarships

**RELEVANT EXPERIENCE**

**Your Position TITLE,** Company Name, Location. Month Year – Month Year

If company is unknown, include one brief line describing the company (e.g., *privately owned international manufacturing company with HQ in USA and operations in 23 countries)*

One sentence beginning with an action word that gives a general overview of what you do, including major achievements. Be as concise as possible. You are demonstrating why the prospective employer should hire you, i.e., what you have done/are doing uniquely that will benefit them. Use present tense if it is something you are currently still doing. Use past tense to refer to relevant achievement that have concluded.

* *Manage a total of six data collection, finance, and task management projects, leading project teams of two to four members to meet milestones and objectives on time and within scope.*
* **Achievement: action word + project/task + qualifiable or quantifiable outcome**

Follow the same instructions as above for each position, except in this case use past tense only.

**VOLUNTEER / EXTRACURRICULARS**

**Volunteer / Extracurriculars Position,** Organization, Location. Month Year – Month Year

* **Achievement: action word + project/task + qualifiable or quantifiable outcome**

**ADDITIONAL**

**Skills:** Microsoft Office

**Hobbies:** Placed Top 50 Toronto Waterfront Marathon (2022), Reading fiction