**Below you will find the resume template for your DeGroote MBA application. The sections listed below will give the admissions committee and opportunity to learn more about you and your and your lived experiences to date. If these sections do not capture some of your experiences, please feel free to add a new section for your resume submission. This is a recommended format and you are not limited to two pages.**

**FIRST\_NAME LAST\_NAME**

Email Address

LinkedIn URL

**EDUCATION**

**(please list all your degrees, diplomas and certificates in this section following the format below)**

**Degree/Diploma Received**  Completion Date

*School Name, Location*

* scholastic honours awarded (examples: scholarships, awards, Dean’s list, GPA)

**PROFESSIONAL DESIGNATIONS (only if applicable)**

**(please list all professional designations in progress or completed in this section following the format below)**

**Designation, Professional Body/Association**  Anticipated or Completion Date

(examples: CFA, CPA, PMP, CHRP)

**WORK EXPERIENCE**

**Please list, in reverse chronological order, all post-graduate work experiences and any full-time university internships, co-op roles or summer employment.**

**Title of Position**

*Name of Employer, City, Country* Month Year Started – Month Year Finished

*Brief Company Description (2-3 sentences)*

* Achievement #1
* Achievement #2
* Achievement #3
* Achievement #4

**Title of Position**

*Name of Employer, City, Country* Month Year Started – Month Year Finished

*Brief Company Description (2-3 sentences)*

* Achievement #1
* Achievement #2
* Achievement #3
* Achievement #4

**Title of Position**

*Name of Employer, City, Country* Month Year Started – Month Year Finished

*Brief Company Description (2-3 sentences)*

* Achievement #1
* Achievement #2
* Achievement #3
* Achievement #4

**LANGUAGES (only if applicable)**

**(please list all languages, other than English, and levels of fluency)**

Language 1 - Fluent in both written and verbal communications

Language 2 - General written and/or verbal understanding

Language 3 - Basic written and/or verbal understanding

**TECHNICAL SKILLS**

**(please list all software, platforms and info systems skills)**

* Technical skill 1, technical skill 2 and technical skill 3

**VOLUNTEER, COMMUNITY OR LEADERSHIP ACTIVITIES (only if applicable)**

**(please list all recent and current volunteer, community or leadership activities)**

**Volunteering Title,** *Organization* Month Year Started – Month Year Finished

* Achievement #1
* Achievement #2

**Executive Position,** *Association* Month Year Started – Month Year Finished

* Achievement #1
* Achievement #2

**Volunteering Title,** *Community Group* Month Year Started – Month Year Finished

* Achievement #1
* Achievement #2

**ATHLETIC ACTIVITIES & COMPETITIONS (only if applicable)**

**(please list all recent and current athletic activities/competitions)**

**Sport, team/club/association name** Participation Start Date – End Date

Brief description of competition level (if applicable)

(examples: may include recreational sports as well as professional sports)

**INTERESTS & HOBBIES**

**(please list a maximum of 3 interests or hobbies to which you regularly dedicate time)**

* Activity A
* Activity B
* Activity C