**Resume Template**

**FIRST NAME AND LAST NAME**

Home Address

Phone Number │McMaster Email Address

LinkedIn Link

**EDUCATION**

**Master of Business Administration, Co-op Specialization** Expected Completion: Date

*DeGroote School of Business, McMaster University, Burlington, ON*

* Entrance Scholarship, year
* Dean’s List, Year – Year

**Undergraduate Degree, Specialization** Convocation Month and Year

*Undergraduate University, City, Province*

* 20XX Entrance Scholarship, Year
* Dean’s Honour List, Year - Year

**WORK EXPERIENCE**

**Title of Position**

*Name of Employer, City, Province* Month & Year Started – Month and Year Finished

* Implemented nine XXXX used to track website visitor trends and buying patterns; increased business growth and profit by nearly XX% in first year of implementation.
* Generated high levels of consumer awareness through XXXX, including print and web; resulted in further increases in XXXX and XXXX the web traffic within two months.
* Designed XXXX training program for all product line sales in Canada; revised XXXX to include national sourcing and purchasing of products
* Led functional development of XXXX for XXXX product line consisting of XXXX distinct products; partnered with XXXX to determine technical specifications and launched system within XXXX months

**Title of Position**

*Name of Employer, City, Province* Month & Year Started – Month and Year Finished

* Coordinated XXXX redesign by administering, operating and managing multiple XXXX systems and application server platforms across a XXXX region for XXk clients.
* Standardized XXXX and operating procedures for international purchasing division designed to reinforce brand awareness and ensure XXXX
* Consolidated up to XX help desks into one centralized support system; improvements led to XX% increase in customer call efficiency and further developed XXXX
* Incorporated analytical techniques such as XXXX, XXXX and process mapping to eliminate duplication, facilitate workflow, and assure XXXX of staff and equipment

**Title of Position**

*Name of Employer, City, Province* Month & Year Started – Month and Year Finished

* Managed recruitment of XXXX, expanding department from XXX to XXXX representatives and initiated XXXX to recognize staff achievements.
* Developed XXXX strategic initiative for XXXX department and effectively communicated change suggestions to XXXX, resulting in XXX
* Compared historical data from XXXX to XXXX and reported trends to XXXX, decreasing departmental annual expenses by $XXXX

**FIRST NAME AND LAST NAME – PAGE 2**

McMaster Email Address

**Title of Position**

*Name of Employer, City, Province* Month & Year Started – Month and Year Finished

* Remodeled and implemented nation-wide XXXX program involving XXXX and XXXX resulting in XX% increase in XXXX applications
* Created XXXX marketing vehicles for distribution to all post-secondary institutions accounting for XX% increase in participant enrollment for XXXX programs
* Conducted staff seminars focusing on XXXX, XXXX and XXXX skills needed for successful tour leaders
* Promoted to XXXX upon completion of first XXXX for demonstrating outstanding XXXX

**CAREER RELATED SKILLS**

* Proficient in XXXX software including XXXX, XXXX and XXXX
* Fluent in XXXX both written and oral communication

**VOLUNTEER AND COMMUNITY ACTIVITIES**

**Volunteering Title,** *Organization, City, Province* Month and Year Started – Month and Year Finished

* Assembled practice drills for XXXX member team to enhance XXXX and guided members on the rules and regulations of the sport resulting in XXXX
* Achieved XX place standing for the past XX years in league of over XX teams

**Volunteering Title,** *Organization, City, Province* Month and Year Started – Month and Year Finished

* Analyzed XXXX case in a team of XXX to develop creative ideas and solutions competing against XX schools; placed XX overall

**Volunteering Title,** *Organization, City, Province* Month and Year Started – Month and Year Finished

* Evaluated and marked more than XXX mid-term and final exams, summarizing grades in Excel spreadsheet for professor, allowing for quicker turnaround of grades to the XXXX Office
* Answered questions and refined XXXX, providing additional support during class and open office hours
* Provided expertise and XXXX students with questions on XXXX or project related details, enabling them to XXXX and XXXX

**ACTIVITIES AND INTERESTS**

* Activity A
* Activity B
* Activity C