

Below you will find the resume template for your DeGroot MBA application. The sections listed below will give the admissions committee and opportunity to learn more about you 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 the 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-graduation work experiences and any full-time university internships, co-op roles or summer employment.

Title of Position Month Year Started – Month Year Finished
Name of Employer, City, Country
Brief Company Description (2-3 sentences)
• Achievement #1
• Achievement #2
• Achievement #3
• Achievement #4

Title of Position Month Year Started – Month Year Finished
Name of Employer, City, Country
Brief Company Description (2-3 sentences)
• Achievement #1
• Achievement #2
• Achievement #3
• Achievement #4

Title of Position Month Year Started – Month Year Finished
Name of Employer, City, Country
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

- Achievement #1
- Achievement #2

Month Year Started – Month Year Finished

Executive Position, Association

- Achievement #1
- Achievement #2

Month Year Started – Month Year Finished

Volunteering Title, Community Group

- Achievement #1
- Achievement #2

Month Year Started – Month Year Finished

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