

**First name LAST NAME**

[first.last@hec.edu](mailto:first.last@hec.edu)

+33 2 34 56 78 90 / Skype ID (optional)

(optional) LinkedIn address

(optional) Nationality: (i.e. French)

(optional) Relevant work authorizations

**SUMMARY** *(optional)*

This area should provide a quick, concise description of your key competencies and skills. It is the written version of your elevator pitch - the 60-second introductory speech you give when meeting useful professional contacts. It should be forward focused to give the reader an idea of where you are aiming to land.

**EDUCATION**

**HEC PARIS, FRANCE** YYYY – YYYY

MBA Program (mention relevant updated ranking)

Appropriate Certificate or specialization (optional)

GMAT Score if significantly above program average

Additional distinctions, scholarships or awards received as part of the MBA Program

**Other educational institutions CITY, COUNTRY** YYYY – YYYY

Type of Degree (B.A., B.S., B.Eng., M.A., M.S., etc.) in Subject (Business, Management, Accounting, History)

Additional academic information about your studies: Honors, GPA, Exchange Programs, Scholarships

**Do not list clubs or sports here.**

**PROFESSIONAL EXPERIENCE**

**COMPANY/ORGANIZATION NAME, CITY, COUNTRY** YYYY – YYYY

Short description of the company (depending on context). Turnover: $0M, 0 employees

**Job Title 2** (the most recent) YYYY – YYYY

• Start with most recent position held at the company

• If only one position was held at the company, do not list the years beside the job title

• What, how, achievements - Present and illustrate your achievements, then describe how you attained them

• Keep your bullet points to a maximum of two lines

• Begin each line with an action verb

• Numbers below ten should be written out in words; 11 and up should be written as digits

• Awards/honors received

**Job Title 1** YYYY – YYYY

• Positions should be listed in reverse chronological order

**COMPANY/ORGANIZATION NAME, CITY, COUNTRY** YYYY – YYYY

Short description of the company (depending on context). Turnover: $0M, 0 employees

**Job Title**

• Present and illustrate your achievements, then describe how you attained them

**OTHER EXPERIENCE or EXTRA PROFESSIONAL EXPERIENCE** *(optional)*

• Clubs and Activities: This could include extracurricular, social, or sport clubs. Try to highlight achievements rather than just the office(s) you held.

**Use the same structure as professioal experience**

**LANGUAGES, TECHNOLOGY & OTHER**

• Language: Native, Language: Fluent, Language: Intermediate

• Technology: List software, operating systems, or other information that is relevant to your target. Add your level for ex “expert” when possible

• Interests: This could include hobbies or other interests. Add a relevant fact for each (level, years of practice…)