**NAME**

Street Address, City, State XXXXX

XXX-XXX-XXXX

youremail@wharton.upenn.edu ǀ www.linkedin.com/in/profilename

EXECUTIVE SUMMARY

Summarize your career experience as it relates to board positions you are targeting. In two to three sentences, provide high level descriptions for your responsibilities with an emphasis on progressive leadership and overarching measurable results. This is an opportunity to give an overview of your career path and track record of success. Tell the reader, as succinctly as possible, who you are and what you have achieved.

BOARD EXPERIENCE

Summarize your board of directors’ experience with a focus on your experience as a leader, strategic adviser, collaborator, and industry expert. Tell the reader who you are and what you will bring to a board. Describe your career and work experience in large segments of time. List the information in bullet/column format using the following example.

**Chair, Board of Directors, COMPANY NAME Location**

* Led … abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd **YEARS**
* Established … abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd

**Member, Board of Directors, COMPANY NAME Location**

* Led … abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd **YEARS**
* Established … abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd abcde abcd

WORK EXPERIENCE

Describe your career and work experience in large segments of time. Provide high level descriptions for your responsibilities with an emphasis on pointing out progressive leadership and oversight. This is an opportunity to give an overview of your career path.

**COMPANY NAME 1 Location**

**Job title** **YEARS**

* Led…abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd
* Established… abcde abcd abcde abcd abcde abcd abcde abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd

**COMPANY NAME 2 Location**

**Job title** **YEARS**

* Led…abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd
* Established… abcde abcd abcde abcd abcde abcd abcde abcd abcd abcd abcd abcd abcd abcd abcd abcd abcd

EDUCATION

**THE WHARTON SCHOOL, UNIVERSITY OF PENNSYLVANIA Philadelphia, PA**

***Master of Business Administration; Major in ?* GRADUATION YEAR**

**UNDERGRADUATE INSTITUTION Location**

***Bachelor of ? in; Major in ?* GRADUATION YEAR**

ADDITIONAL INFORMATION

In this optional section, provide a short, succinct description of licenses, certifications, interests, community involvement, or outside activities that demonstrate your leadership skills. Include awards that highlight your accomplishments and publications or media that have achieved broad or national recognition. Use the format below and include category subheadings if needed.

* **Certifications:** Black Belt in Six Sigma
* **Languages:** French (basic), Spanish (basic), German (conversational)