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**Summary**

Be sure to delete text from the template you do not use.

SKILLS

List this section here or near the bottom, depending on how technical the role you apply for is.

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## EXPERIENCE

(or City, Country if non-U.S. location)

(or City, Country if non-U.S. location)

(or City, Country if non-U.S. location)

**EDUCATION**

University at BUffalo, THE STATE UNIVERSITY OF NEW YORK

**Master of Business Administration** or **Master of Science, Business Analytics**

Certifications

Community engagement and affiliations

Other options: PROFESSIONAL DEVELOPMENT, affiliations, Community service, Leadership EXPERIENCE, Honors, etc. Use common section headings…to ensure applicant tracking systems will read it.