

Crafting a rock-solid

RESUME

Start with a summary.

Capture the essence of who you are — and where you're heading — in a single line. Consider tailoring this summary to your upcoming pursuit of a UNC Kenan-Flagler MS in Management degree.

Use action verbs in bullet points.

Action-oriented verbs often help demonstrate the impact you made. With adequate detail that follows, bullets typically run about two lines long.

Action, problem, results.

An action-problem-results structure for resume bullets will help you communicate your achievements clearly and with the right level of detail.

Put things in order.

Arrange your work and educational experience in reverse chronological order. This will help you tell your overall story by connecting the key steps you've taken.

Detail your prior education.

Provide your major, the dates you were in school, your GPA, and any concentrations you pursued. Your MS in Management degree will connect to this past work.

Be precise, accurate, and consistent.

Provide exact numbers, without rounding, and make sure your resume matches your application data. Accuracy is a hallmark of a successful business leader!

Your resume is a record of your professional and educational accomplishments. If you've already built a resume, that's great. Read the tips, make some improvements, and post it to your application. It's that easy. If you're working from scratch, that's fine, too. These tips should help you build a resume that represents how truly remarkable you are!

Bennett Bio

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SUMMARY

Biology grad starting out in biotech with a lab tech internship and a real desire to build something meaningful in the science world. I bring a strong work ethic from years in customer service, a genuine curiosity and drive contribute to impactful work.

WORK EXPERIENCE

Lab Technician Intern | Find A Cure, Inc. | January 2025 to present

- Helped out with daily lab work and ran basic tests to support research projects at a big biotech company.

Barista | Bean There, Brewed That | March 2022 to August 2024

- Crafted high-quality espresso drinks while delivering fast, friendly service in a high-volume café environment.

EDUCATION

B. Science, Biology | UNC-Chapel Hill | 2021-2025

- Overall 3.45 GPA
- Recognized as "Most Likely to Find the Next Big Cure."

ACTIVITIES, AWARDS, AND ACCOMPLISHMENTS

Senior Member | Carolina Beekeeping Club | Summer 2022 - June 2024

Led and organized club events, workshops, and community outreach programs to promote sustainable beekeeping practices and environmental awareness.

President | UNC Intramural Pickleball League | 2023 - 2024

Organized and coordinated intramural sports leagues, including scheduling, team registrations, and event logistics.

Quantify your success.

Numbers tell the story. Your resume is the place where your success will shine; quantifying the impact you've made will help it shine brighter.

Explain the gaps.

We're eager to learn your full life story. If you've been out of school and not working for more than a year, explain this situation in the "Additional Information" section.

NEED MORE INFORMATION?

If you need more tips or guidance on your application or our admissions process, contact us at msm_info@unc.edu or 919-843-4339.

START/CONTINUE YOUR APPLICATION