

[NAME]  
[City, State ZIP]  
[Phone Number] | [Email Address]

## WORK & LEADERSHIP EXPERIENCE

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[Company Name] [City], [State/Country]  
[Position Title], [Group Name] [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- Selected [Client / Project / Transaction] Experience:
  - [Project #1]
    - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
  - [Project #2]
    - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
  - [Project #3]
    - [Created xx new method for doing xx; led to increased efficiency / sales]

[Company Name] [City], [State/Country]  
[Position Title], [Group Name] [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings]
- [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]
- [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

[Volunteer/Student Club Name] [City], [State/Country]  
[Position Title] [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Recruited over xx members to club with promotional campaign]
- [Organized conferences, speaker events and community events]

## EDUCATION

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[University Name] [City], [State/Country]  
*Bachelor of [Arts/Science/Business Administration] in [Major]* Expected [Graduation Date]

- **Honors/Awards:** [xx]
- **Relevant Coursework(Can be deleted):** [Economics / Accounting / Finance classes, anything business-related]

## SKILLS, ACTIVITIES & INTERESTS

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**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Technical Skills:** [List any programming languages – **not** MS Office/Excel]

**Certifications & Training:** [Any extra courses or programs relevant to finance]

**Activities:** [Student Clubs, Volunteer Work, Independent Activities]