

Name

City, State Zip Code | Phone Number | Personal email | LinkedIn (hyperlink)

EDUCATION

DePaul University - College

Chicago, IL

Full title of degree- Majors/Minors

Expected Graduation - month/year

- **Cumulative GPA:** X.XX/4.0
- **Honors:** Any Honors Program, Scholarships, Dean's List, Any other awards received.
- **Relevant Coursework:** Mention at least 5 courses relevant to the internship/job you are applying to.

WORK & EXPERIENTIAL LEARNING

Incoming Position(future internships/jobs you have landed)

start date – end date

Recent/ongoing position, Company/Place/Program

City, State

- Your role (briefly describe what you basically do overall)
- Mention specific functions to your role or technical skills you used in this role to track/monitor/use data to fulfill your duties.
- Results you achieved.

start date - Present

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City, State

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start date - Present

LEADERSHIP EXPERIENCE

Role in Student Club, Club Name

start date - end date

- What you did as part of the club.
- Results

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start date - end date

- What you did as part of the club.
- Results

ACADEMIC PROJECTS

Class/Project Name

start date - end date

- Overall what you learned/are learning in class.
- Specific concepts you learned, evaluated or applied in some setting.
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SKILLS & INTERESTS

Languages: Include any languages you are proficient in, as well as those you are currently learning.

Skills: Hard skills like - Data Analytics, Financial Modeling, Regression Analysis, Project Management etc.

Software: List all software applications you know how to use that are relevant to the position you are applying for..

Certifications: List all certifications you have earned.

Interests: mention both career and actual hobbies (Consulting, Business Strategy, Baking, Reading, etc.)