

[Name]

[Physical Address]

[Phone Number] | [Email Address]

EDUCATION

[University Name]

[City], [State/Country]

Bachelor of [Arts/Science] in [Major]

Expected [Graduation Date]

- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors:** [xx]
- **Relevant Coursework:** [Economics / Accounting / Finance classes, anything business-related]

WORK & LEADERSHIP EXPERIENCE

[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]

[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]

SKILLS, ACTIVITIES & INTERESTS

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]

Interests: [Keep this to 1-2 lines and be specific; do **not** go overboard]