[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]