

Your Name

555 Your Address, NY 10005 • Your-email@gmail.edu • 555.555.5555

EDUCATION

Your University, Your College/School, City, State

Expected: Mnth, Year

Your Major: Bachelor of XYZ, ABC / Your Minor: DEF

Cumulative GPA: 3. _ _/4.00

Relevant Coursework: Quantitative class 1, Quantitative class 2, Business class, Finance class, Accounting class, Advanced class 1, Advanced class 2 ****Alpha Order**** ****Class purpose must be clear**** (i.e., Do not put ECO II 212?!?!)

Honors/Awards: Honor 1, Honor 2, Honor 3, Honor 4 ****Alpha Order****

Scholarships: Scholarship Name 1, Scholarship Name 2, Scholarship Name 3, Scholarship Name 4 ****Alpha Order****

PROFESSIONAL EXPERIENCE

ABC Company/Firm/Organization/Institution, City, State

Mnth Yr – Present

Position, <<More Detail>>

- Execute X sales weekly to generate \$X,XXX in revenue
- Created XYZ materials to perform...etc
- Achieved an increase of over XX% in XYZ by implementing... etc
- 1 of 2 employees to be awarded... etc

ACME Company/Firm/Organization/Institution, City, State

Mnth Yr – Mnth Yr

Position, <<More Detail>>

- Led team of X# responsible for conducting ABC
- Built/Improved XYZ database used to do ABC
- Organized XYZ presentation to address the XYZ to an audience of over X# of people

Your Company/Firm/Organization/Institution, City, State

Mnth Yr – Mnth Yr

Founder, <<More Detail>>

- Repaired, rented and sold XYZ to ABC
- Performed XYZ service for #X local buyers
- Experienced X% YoY growth by using excel to identify and validate ABC strategy

Other Professional Experience: ****Optional/If Needed**** <<Volunteer XYZ Tutor, ABC Club, Greek Professional Organization, Association of XYZ Professionals in Finance and Accounting, National Society of XYZ ... etc>>

LEADERSHIP & AFFILIATIONS

XYZ Organization/Non-Profit/Greek Org/Student Org/Volunteerism, City, State

Mnth Yr – Present

Position/Role, <<More Detail>>

- Allocate \$X,XXX budget to various on-campus events from weekly meetings to fundraisers
- Oversaw #X of members to ensure X% of attendance
- Earned X

XYZ Organization/Non-Profit/Greek Org/Student Org/Volunteerism, City, State

Mnth Yr – Mnth Yr

Position/Role, <<More Detail>>

- Assisted in tutoring a classroom of #XX students...etc
- Mentored over #XX students, increasing graduation rates by X%

XYZ Organization/Non-Profit/Greek Org/Student Org/Volunteerism/Athletics, City, State

Mnth Yr – Mnth Yr

Role/Position, <<More Detail>>

- 1 of 9 players to achieve starting position on the XYZ team

Other Affiliations: ****Optional/If Needed**** <<Volunteer XYZ Tutor, ABC Club, Greek Professional Organization, Association of XYZ Professionals in Finance and Accounting, National Society of XYZ ... etc>>

SKILLS & INTERESTS

Language: Language (fluency), Language (fluency)

Computer: <<Intermediate or Proficient or Advanced>> in <<i.e., Microsoft Applications (Excel, Word, PowerPoint & Outlook), Bloomberg, C++, Java, Advanced/Applicable Apps...etc>>

Interests: ****Optional**** Interest 1, Interest 2, Interest 3 ****Alphabetical Order****