**[Name]**

[Physical Address]

[Phone Number] [Email Address]

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| **EDUCATION** |
| **[University Name]***Bachelor of [Arts/Science] in [Major]*  | **[City], [State/country]***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]
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| **WORK EXPERIENCE** |
| **[Company Name]***[Position Title], [Group Name]* | **[City], [State/Country]***[Start Date] – [End Date]* |
| * [Summary sentence stating what you did and the overall results of your work]
* Selected [Client / Project / Transaction] Experience:

o [Project #1] [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]o [Project #2] [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]o [Project #3] [Created xx new method for doing xx; led to increased efficiency / sales] |
| **[Company Name]***[Position Title], [Group Name]* | **[City], [State/Country]** *[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]
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| **LEADERSHIP EXPERIENCE** |
| **[Student Club Name]***[Position Title]* | **[City], [State/Country]** *[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]
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| **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]
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