# EDUCATIONYour Name

555 Your Address, NY 10005

your-email@gmail.edu | 555.555.5555

**Your University, Your College/School -** *Cumulative GPA: 3.\_ \_* City, State Your Major: Bachelor of XYZ, ABC Expected Graduation: Mnth Year Your Minor: DEF

**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\*\*

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

# EXPERIENCE

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

*Position, <<More Detail>>* Mnth Yr – Present

* Researched XYZ finance topic and ABC technology topic by surveying government databases
* Maintained database of 100 financial-technology companies to make XYZ conclusions
* Achieved an increase of over XX% in efficiency by implementing ABC… etc.
* 1 of 2 employees to be awarded… etc.

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

*Position, <<More Detail>>* Mnth Yr – Mnth Yr

* 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

*Founder, <<More Detail>>* Mnth Yr – Mnth Yr

* 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

# LEADERSHIP & PROFESSIONAL DEVELOPMENT

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

*Position/Role, <<More Detail>>* Mnth Yr – Present

* 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

*Position/Role, <<More Detail>>* Mnth Yr – Mnth Yr

* 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

*Role/Position, <<More Detail>>* Mnth Yr – Mnth Yr

* 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:** Fluent in Language, intermediate proficiency in Language

**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\*\*