**Your Name**

555 Your Address, NY 10005

[your-email@gmail.edu](mailto:your-email@gmail.edu) | 555.555.5555 | LinkedIn profile URL

­­­­­­­­­­­­

**EDUCATION**

**Your University, Your College/School -** *Cumulative GPA: 3.\_ \_*City, State

Major: Bachelor of Arts/Science, ABC Expected Graduation: Mnth Year

Minor: DEF

**Honors/Awards (As Applicable):** Honor 1, Honor 2, Honor 3, Honor 4 \*\*In Alpha Order\*\*

**Scholarships (As Applicable):** Scholarship Name 1, Scholarship Name 2, Scholarship Name 3, \*\*In 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**

**SEO Career** New York, NY

*SEO EDGE Fellow*                                                                                                                   Mnth 2019 – Present

* Complete industry-specific training and assessments focused on developing interview skills, technical skills, and business fundamentals
* Receive individualized coaching and instruction to achieve professional developmental goals
* Explore the (desired track) via webinars, events, exposure to industry professionals, and professional/peer networking

**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 XYZ … etc.>>

**OTHER SKILLS & INTERESTS**

**Computer:** <<i.e., Microsoft Applications (Excel, Word, PowerPoint & Outlook), SQL, Bloomberg, Python, C++, Java, Matlab, Advanced/Applicable Apps…etc.>>

**Language (Do Not List English; As Applicable):** Fluent in Language, intermediate proficiency in Language

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