

FIRST NAME LAST NAME

City, State, Emailaddress@provider.com, Phone Number, [linkedin.com/in/firstnamelastname/](https://www.linkedin.com/in/firstnamelastname/)

OBJECTIVE

A _____ position utilizing my _____, _____, and _____ skills

EDUCATION

Bachelor of Science in Finance, May 20XX
Northern Illinois University, DeKalb, IL
GPA: 3.7/4.0

LANGUAGE SKILLS

French: Conversational

TECHNICAL SKILLS

QuickBooks
Great Plains
MS Word, Excel, PowerPoint, Access, Outlook
Principia Pro
Goldmine, Pension Reporter and Datair

FINANCIAL EXPERIENCE

Trading Intern, Klein Latham, Chicago, Illinois, May 20XX to August 20XX

- Supported 10 stock traders on the floor of the NASDAQ trading department
- Developed morning corporate briefing for head traders
- Analyzed and presented developing news stories to traders throughout the business day
- Introduced continuous Internet update system for delivering news of select companies to trading floor

RELATED LEADERSHIP EXPERIENCE

Vice President, Finance Club, January 20XX to December 20XX

- Managed fundraising project by organizing sign-up, monitoring progress, and motivating 27 club members to raise more than \$2000 for club activities
- Oversaw all details in scheduling 4 guest speakers for club meetings

Co-Chair, Finance Department Mock Stock Market, August 20XX to May 20XX

- Collaborated with co-chair to ensure a successful event
- Recruited more than 50 participants, an increase of more than 5% from previous year
- Solicited donations for prizes from three area restaurants

ADDITIONAL EXPERIENCE

Sales Associate, General Nutrition Center, Naperville, Illinois, December 20XX to Present

- Calculate and catalog daily and weekly sales figures
- Record inventory on and stock daily shipment
- Educate customers on new products
- Independently open and close store