

## FIRST NAME LAST NAME

City, State, Emailaddress@provider.com, Phone Number, linkedin.com/in/firstnamelastname/

### 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, Principia Pro, Goldmine, Pension Reporter and Dataair

MS Office (Word, Excel, PowerPoint, Access, Outlook)

### 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