[Name]

[Physical Address] | [Phone Number] | [Email Address]

**EDUCATION**

**Southern Methodist University, Cox School of Business** [City], [State/Country]

*Master of Business Administration, [Concentration]* [Graduation Date]

GMAT: [xx]; GPA**:** [xx] / 4.0

Honors: [xx]

**[University Name]** [City], [State/Country]

*Bachelor of [Degree] in [Major]* [Graduation Date]

GPA: [xx] / 4.0

Honors**:** [xx]

**EXPERIENCE**

**[Company Name**] [City], [State/Country]

*[Position Title], [Group Name]* [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]

**[Company Name**] [City], [State/Country]

*[Position Title], [Group Name]* [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]
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* [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

**LEADERSHIP**

**[Organization Name**] [City], [State/Country**]**

*[Position Title]* [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]

**SKILLS, ACTIVITIES & INTERESTS**

**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Technical Skills:** [List any programming languages, etc.]

**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]