

FIRST NAME LAST NAME

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

OBJECTIVE

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

EDUCATION

Bachelor of Science in Economics, May 20XX
Northern Illinois University, DeKalb, IL GPA: **3.4/4.0**

Capstone Project: Employment Patterns of African Americans in the Insurance Industry

- Interviewed 20 entry-level through senior-level employees of 5 Chicago-based insurance companies
- Examined employment data from company records
- Utilized SPSS to identify significant trends in the data
- Analyzed results in a 20-page paper
- Presented results to an audience of more than 50 students and professors

FINANCE EXPERIENCE

Intern, Morgan Stanley Dean Witter, Chicago, IL May 20XX - August 20XX

- Scheduled, attended, and participated in meetings between advisors and clients
- Conducted cold calls to prospective and current clients
- Collected financial information and arranged appointments with brokers
- Partnered with other interns to create effective PowerPoint presentations describing financial products for new and current clients
- Gained considerable knowledge of mutual funds, promotional strategies, and the brokerage industry

ADDITIONAL EXPERIENCE

Associate, Tosconos, Lisle, IL, August 20XX - August 20XX

- Organized and signed off on daily orders from suppliers, maintained adequate inventory
- Managed catering orders for parties of 25-125, handled daily cash up to \$3,000
- Performed suggestive selling of specials, resulting in increased ordering of targeted menu items
- Developed and implemented ideas for new food products

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint; SAS

STUDENT ACTIVITIES

Alpha Sigma Business Honorary Society, Elgin Community College, August 20XX - May 20XX