**Name**

[email] | [Phone Number] | [Street Address] | [City, State Zip Code]

**EDUCATION & HONORS**

**Cornell University Ithaca, New York**

*[Degree type] Expected May [20XX]*

**Major GPA:** [X.XX]/4.00 | **Cumulative GPA:** [X.XX]/4.00

**Relevant Coursework:** ii.e. Equity Valuation, Financial Statements Analysis, Derivatives, Corporate Finance

**WORK EXPERIENCE**

**[Firm 1] [City, State]**

*[Position] [Time period (use seasons)]*

* Construct bullets starting off with an action verb
* Make sure each bullet delivers value by demonstrating a skill you have or something that is unique about your experience

**[Firm 2] [City, State]**

*[Position] [Time period (use seasons)]*

* You should have at least two bullets for each of your experiences
* You can have sub-bullets, as long as they focus around a project your worked on
	+ Your sub bullet should be formatted like this

**LEADERSHIP EXPERIENCE**

**[Club/Sports Team/Competition 1] [City, State]**

*[Position] [Time period (use seasons)]*

* These bullets should demonstrate what you did as a leader and what you achieved
* Never end bullets with periods

**[Club/Sports Team/Competition 2] [City, State]**

*[Position] [Time period (use seasons)]*

* Make sure your formatting is consistent throughout your resume
* The resume should fit the whole page, so feel free to increase the font size

**ADDITIONAL INFORMATION**

**Computer skills:** [insert any programming languages or Microsoft programs you know]

**Language:** [only list a language if you are proficient and ready to have a conversation in it]

**Organizations:** [list organizations you are in here]

**Interests:** [put anything you feel you could have a conversation about (Chicago Cubs, Hiking, Fly Fishing, Classical Music)]