

Include your LinkedIn to provide additional context to your professional self.

# John Doe Two

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## EDUCATION

**Jopwell University**, Location  
Bachelor of Science, Finance  
Cumulative GPA: 3.2/4.0

In addition to including your major, list your relevant coursework.

Expected May 2023

## COURSEWORK

Corporate Finance, Accounting, Economics, Entrepreneurship, St

Internships aren't the only way to show your knowledge and expertise! Include professional conferences and programs where you've networked with experts in the field. Put this section higher on your resume so recruiters read it first!

## PROFESSIONAL PROGRAMS

**Diverse Leaders Program**, Finance Company #3  
**Mentorship Program**, Finance Company #2  
**Career Exploration Program**, Finance Company #1

## EXPERIENCE

**Sales Associate**, Retail Store, Location

- Boosted store metrics by 5% through retail
- Supported floor operations and collaborated with top performing stores by sales volume.

It's ok, and common, if you don't have internship experience yet. Use the Experience section to focus on accomplishments and transferrable skills.

Jan 2020 - Apr 2020  
Finance.  
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## LEADERSHIP

**Treasurer** – Jopwell University, **Finance Club**

Jan 2021 – Present

- Serve as the point of contact with the Finance Department to oversee financial accounts for memberships and fundraising initiatives, properly budgeting for all virtual ventures and events.
- Collaborate with the Executive Team to execute financial & organizational strategies.

**Member** – Jopwell University, Hispanic Scholarship Fund

Jan 2021 – Present

- Promote the professional development and growth of one of the largest networks of young Hispanic professionals in the country with the aid of a merit-based scholarship.

**Member** – Jopwell University, **Investment Club**

Sept 2020 – Present

- Attended business workshops on profile building, networking, creating financial statements and valuation methods.
- Engaged in professional one-on-one meetings with industry professionals to prepare for future interview procedures.

Don't forget to note the different clubs or activities that demonstrate your passion, dedication, and willingness to learn.

## SKILLS

**Technical:** Bloomberg Market Concepts, Microsoft Office (Word, Excel, PowerPoint, Outlook)

**Languages:** Conversational & Written Spanish

**Interests:** Travel, Baseball, Creative Writing, Kayaking

Add bullet points to elaborate on your skills and contributions.

List the skills you have that are most applicable to the internship. You can also choose to add some personality by including a few interests and hobbies.