[Name]

[Physical Address]

[Phone Number] | [Email Address]

**EDUCATION**

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

*Bachelor of [Arts/Science] ([List Majors])* Expected [Graduation Date]

**[High School / Other] [City], [State/Country]**

*Bachelor of [Arts/Science] ([List Majors])* [Graduation Date]

**PROFESSIONAL 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]
* Selected [Client / Project / Transaction] Experience:
  + Advised client on business development strategy and recommended xx; client later adopted and earned xx% return]
  + [Bullet Point #2]
  + [Bullet Point #3]

**[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]
* Selected [Client / Project / Transaction] Experience:
  + Advised client on business development strategy and recommended xx; client later adopted and earned xx% return]
  + [Bullet Point #2]
  + [Bullet Point #3]

**EXTRACURRICULAR ACTIVITIES**

**[Organisation / Charity / Student Group 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 profits / cost savings]

**[Organisation / Charity / Student Group Name]** **[City], [State/Country]**

[Position Title], [Group Name] [Start Date] – [End Date]

* [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]
* [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]

**ADDITIONAL INFORMATION**

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

[**Other Awards or Achievements**]: [Include additional achievements or noteworthy recognitions]

**Interests:** [Keep this to 1-2 lines and be specific; do **not** go overboard]