

FIRST MIDDLE LAST

Address | City, State Zip | Cell: (XXX) XXX-XXXX | email@email.com

WORK EXPERIENCE

COMPANY

Title

City, State

Month, Year - Present

- Bullet describing overall tasks: Investment Banking example - Built and modified an extensive variety of financial models, including: accretion / dilution, discounted cash flow, leveraged buyout, ability to pay, comparable public company trading and operating statistics, precedent transactions and sum of the parts
- Specific accomplishments (project assigned, how you added value to the project, results of the project)
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Selected Transaction Experience

- Bullets describing specific closed or completed deals (if needed)

COMPANY

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Month, Year – Month, Year

- Bullet describing overall tasks: Equity Research example: analyzed and maintained financial models and created equity research reports for companies in the XXX sector, coverage universe included (List of tickers)
- Specific accomplishments (project assigned, how you added value to the project, results of the project)
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COMPANY

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Month, Year – Month, Year

- Bullet describing overall tasks: Asset Management example: worked on a team of XXX covering the XX sector which managed a portfolio of ~\$XXXXM AUM
- Specific accomplishments (project assigned, how you added value to the project, results of the project)
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COMPANY

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- Bullet describing overall tasks: Sales and Trading example: worked on a team of XXX covering the XX sector/region, responsible for driving volume and improving client management
- Specific accomplishments (project assigned, how you added value to the project, results of the project)
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EDUCATION:

COLLEGE

Degree – GPA XX/4.0

City, State

Month, Year – Month, Year

- Scholarships and other accomplishments
- Competitions, study abroad and other finance accomplishments

SKILLS:

List of finance related skills (Bloomberg, Series X examinations, CFA candidacy, languages etc.)

INTERESTS:

Applicable work related interests