

JANE DOE (EXAMPLE RESUME TEMPLATE)

123 East Redford Dr. • Provo, UT 84604
(801) 123-4567 • jane.doe@gmail.com

EDUCATION

Brigham Young University Apr 2010
Bachelor of Science, Business Management, Emphasis in Corporate Finance Provo, UT

- GPA 4.0 / 4.0, ACT 33 / 36
- Relevant Coursework: Corporate Finance, Investments, Macroeconomics, Financial Accounting, Managerial Economics

Honors and Awards (section can also be titled “Recognitions”, etc.)

- Gordon B. Hinckley Scholarship
- Robert C. Byrd Scholarship
- 1st place in BYU Private Equity Case Competition; 2nd place in BYU PwC xTAX Case Competition
- President’s Volunteer Service Award for volunteering over 225 hours of service within 1 year

EXPERIENCE

Global Financial Advisors, Inc. Sept 2008 – Present
Analyst Intern Provo, UT

- Performed financial modeling and analysis on Mentor Corporation (NYSE:MNT) and provided investment guidance to senior management of investment firm; modeled MNT in Excel using data from Bloomberg, Compustat, and Edgar website
- Valued Mentor Corp. using various valuation methods and forecasting techniques

Brigham Young University Jan 2007 – Sept 2008
Molecular Biology Research Assistant Provo, UT

- Conducted cell transfection experiments to determine the amount of nuclear Bone Morphogenic Protein 2 (BMP2) that varied across cell type
- Analyzed and assembled evidence of BMP2 location during the cell cycle. Results were documented with a confocal microscope for use in future scientific publications

SERVICE (section can also be titled “Leadership”, “Activities”, etc.)

Marriott Undergraduate Student Association (MUSA) Apr 2008 – Apr 2009
Service Director Provo, UT

- Developed and coordinated service activities for all 1,800 undergraduate Marriott School students
- Orchestrated service efforts for activities involving up to 50 volunteers with Habitat for Humanity and Utah County Boys and Girls Club

Rotaract Club Jan 2008 – Apr 2009
Service Vice-president Provo, UT

- Organized and executed monthly service activities for 200 club members to promote the club motto of “Service above Self” and to raise awareness of local service opportunities
- Spearheaded St. Patrick’s Day activity for 60 children at the Utah County Boys and Girls Club

PERSONAL

- Actively manage personal stock and mutual funds portfolio and run a lawn care and maintenance LLC
- Enjoy playing a concert-grand pedal harp, traveling to foreign countries performing humanitarian service (Philippines, El Salvador, Bolivia, Haiti), snow skiing in the Utah powder, and water skiing at Lake Powell