

## Sample Résumé - Finance

### JOE SAMPLE

123 Armory, Champaign, IL 61820  
(847) 123-4567  
jsample@illinois.edu

#### CAREER OBJECTIVE

To obtain a full-time position in finance.

#### EDUCATION

##### University of Illinois at Urbana-Champaign

Bachelor of Science in Finance, May 2012

Cumulative GPA: 3.7/4.0

Dean's List

##### International Business Immersion Program

Summer 2010

- Attended a variety of classes, toured companies, and visited government agencies in Europe.
- Studied the challenges many companies and government agencies face while operating in the new European Union.

#### WORK EXPERIENCE

##### Smith Barney – Northbrook, Illinois *Intern, Assistant to the Sales Manager*

Summers 2010 – 2011, Winter 2010

- Assisted with financial planning by analyzing clients' current investments, income, liabilities, and risk tolerances to provide advice on how to allocate their assets
- Researched and analyzed stocks, bonds, annuities, and REITs using Bloomberg terminal, MorningStar, Smith Barney Radio, and others
- Assisted the Sales Manager in recommending and analyzing various products to customers and other Financial Consultants
- Managed databases by organizing customer data to provide Financial Consults the ability to perform filters, set-up call cycles, and analyze clients
- Created Microsoft Excel sheets, PowerPoint presentations, and assisted with technology

##### Hedge Fund Partners – Northbrook, Illinois *Intern*

Summer 2009

- Assisted in development of hedge fund investment strategies by testing strategies and providing managers with statistics including return and risk
- Managed hedge fund data and provided managers with current balances and positions

#### HONORS & ACTIVITIES

##### Johnson & Johnson Case Study

- Worked with a group of six students to determine if a product should be introduced in a foreign market
- Analyzed to see if the product would be profitable, then provided a marketing strategy and insight on how the product should be delivered into the market
- Presented the results to a panel of Johnson & Johnson management and University of Illinois Professors.
- Finished second place out of six teams

##### Zeta Beta Tau Fraternity, Assistant Secretary, Assistant Treasurer

- Analyzed current financial status, and presented to executive board

##### Beta Gamma Sigma Honors Society

##### Alpha Lambda Delta National Honors Society

##### Phi Eta Sigma National Honors Society

## Sample Résumé - Accounting

### Jon Doe

jdoe@illinois.edu

#### Current Address

123 Green Street  
Champaign, IL 61820  
217-123-4567

#### Permanent Address

45678 Anystreet  
Anytown, IL 60001  
123-456-7890

#### OBJECTIVE

To obtain a full-time position that utilizes communication, analytical, and leadership skills in the accounting industry

#### EDUCATION

##### University of Illinois at Urbana-Champaign

Master of Accounting Science

May 2012

Bachelor of Science in Accountancy

May 2011

Cumulative GPA: 3.4/4.0

#### EXPERIENCE

##### Deloitte, LLP

Chicago, IL

*Audit Intern*

January 2011 – April 2011

- Tested and audited cash for clients
- Prepared benefit plan worksheets
- Priced, referenced, and filed audit reports for client portfolios
- Researched accounting practices for client's quarterly filing

##### University of Illinois-Accountancy Department

Champaign, IL

*Student Assistant*

August 2010 – December 2010

- Researched and developed questions for interviews with intra-department professors
- Interviewed and established relationships with university professors
- Created visual and audio media used in Accountancy 202 lectures

##### University of Illinois Foundation

Champaign, IL

*Student Development Representative*

June 2009 – September 2010

- Developed and maintained existing alumni relations
- Trained new employees on computer system
- Updated and maintained alumni information on computer system
- Organized and facilitated contact information about university campaigns

#### LEADERSHIP

##### Alpha Kappa Psi (Professional Business Fraternity)

Spring 2008 – Present

*Mentor/Mentee Chair* (Spring 2009)

- Implemented relationships for upperclassmen to mentor underclassmen
- Provided social and professional settings to initiate mentoring activities
- Organized résumé workshops

*Pledge Coordinator* (Fall 2008)

- Organized social events to integrate thirty pledges into the organization
- Planned and implemented bi-weekly activities for over 100 members
- Acted as liaison between pledge and active members

#### HONORS

National Society of Collegiate Scholars

Phi Eta Sigma Honor Society

Dean's List

## ► Sample Résumé - Marketing Internship

### Mary Smith

smith@illinois.edu  
123.456.7890

Campus Address:  
123 Busey Apt. 1  
Urbana, Illinois 61801

Home Address:  
123 My Street Drive  
Anytown, Illinois 60010

#### OBJECTIVE:

To obtain a summer 2012 internship in marketing utilizing strong time management and creative approaches.

#### EDUCATION:

##### University of Illinois at Urbana-Champaign

Bachelor of Science in Marketing  
GPA 3.2/4.0

Expected Graduation Date: May 2013

Lakeland College, Mattoon, Illinois  
Associates Degree  
GPA 3.7/4.0

May 2010

#### EMPLOYMENT:

Server/Waitress, Office II, Champaign, IL

03/11 – Present

- Handle customer requests and maintain customer satisfaction
- Compute customer bills
- Initiate relationships with regular customers in order to meet their needs

Intern, Walgreen's Accounting- Accounts Receivable, Danville, IL

5/10 – 08/10 and 12/09 – 01/10

- Reconciled statements to look for evidence of payment
- Analyzed and adjusted direct deposit slips via computer

Intern, Vermilion County State's Attorney's Office, Danville, IL

05/09 – 08/10

- Worked closely under the State's Attorney with legal issues
- Documented plea bargains from police reports
- Observed how the law system works in all aspects
- Mediated truant minors to present cases to the judge

Sales Clerk, FinishLine, Danville, IL

04/08 – 08/08

- Conducted sales transactions with customers, including returns and exchanges
- Screened detailed inventory to keep it current

#### SKILLS:

Proficient with Access, Excel, PowerPoint, Visual Basic, Microsoft Word, Word Perfect, Microsoft Works, Adobe Programs

#### ACTIVITIES:

- Volunteer Basketball Coach, Boys & Girls Club
- Phi Theta Kappa Member, Illinois Leadership Academy
- Academic All-American, Hospital Volunteer, Hospice Floor
- American Marketing Association, University Partners Project

## ► Freshman Résumé

### Mike Jones

mjones14@illinois.edu

Temporary Address:  
123 Green Street  
Champaign, IL 61821  
(217) 121-1212

Permanent Address:  
456 Anystreet  
Anytown, IL 60001  
(222) 222-2222

**OBJECTIVE** To obtain a summer 2012 internship that utilizes communication, analytical, and leadership skills in the accounting industry

**EDUCATION** **University of Illinois at Urbana-Champaign**  
Bachelor of Science in Accountancy  
GPA: 3.4/4.0 [after Fall Semester grades are posted]

Expected Graduation: May 2015

#### Central High School

GPA: 3.9/4.0  
Class Rank: 5th out of 300

Anytown, IL  
Graduated: May 2011

#### EXPERIENCE

##### Mom and Pop Business

Anytown, IL

Administrative Assistant

Summer 2011

- Managed administrative needs of ten full-time employees by writing professional correspondence, taking messages and recording the minutes of all staff meetings
- Answered phone calls as first point of contact between public and the organization
- Maintained records and files in an orderly and systematic manner

##### Hometown Restaurant

Anytown, IL

Wait Staff

May 2009 – May 2010

- Provided outstanding customer service to over 70 customers per shift by promptly taking orders, accurately calculating bills and frequently answering questions about dining options
- Utilized independent judgment and analytical ability to anticipate and solve problems, improving operation speed by 20% and increasing revenue by 10%
- Developed strong interpersonal skills by building trust with co-workers and managers

#### LEADERSHIP

##### Key Club

Anytown, IL

President

September 2010 – June 2011

- Planned and led meetings with 25 student members by creating the agenda, managing discussion flow and achieving group consensus
- Created year-long goals and successfully achieved 100% of goals through rigorous planning and delegation to team members
- Worked with school administration to ensure compliance with governing regulations

##### Boy Scouts

Anytown, IL

Eagle Scout, Assistant Troop Leader

September 2008 – August 2010

- Led troop of fifteen boy scouts on a five-day hike through the Rocky Mountains
- Organized transportation, purchased trip supplies, collected and counted fees, taught valuable camping skills and resolved conflict among group members through successful mediation

#### HONORS &

##### ACTIVITIES

National Honor Society  
National Merit Scholar  
Habitat for Humanity, volunteer  
Mercy Nursing Home, volunteer  
University of Illinois Marching Band, Flute Corp member  
Church handbell choir, member  
Central High School Baseball Team, starting pitcher