

FINANCE RESUMES

for Undergraduate Business Students

JCSB

John Cook School of Business
Career Resources Center

S A I N T L O U I S U N I V E R S I T Y

Creating a “Results” Resume

A resume is a written summary that highlights your education, experience, skills, and other relevant information. The primary purpose of the resume is to get you an interview. Employers often scan resumes very quickly. Therefore, it is imperative that your resume looks professional and dynamic.

Your Name

Street Address | City, State Zip | Phone Number | E-Mail Address

Objective:

An objective can include job title, industry, and competencies or skills you would like to use in your position.

Education:

Saint Louis University – John Cook School of Business, St. Louis, MO
Bachelor of Science in Business Administration, Graduation Month and Year
Concentration (Certificates, Minors or Supporting Area, if applicable)
Include GPA if it is over 3.0/4.0

Relevant Experience:

Internship Title, Dates when you worked

Name of Company, City, State

- Use phrases, starting each phrase with an action verb to grab reader’s attention.
- Explain job duties including skills used and accomplishments.

Employment History:

Job Title, Dates when you worked

Company Name, City, State

- Describe job duties and accomplishments.
- List all experience in reverse chronological order, starting with most recent.

Additional Headings:

- On-campus Activities
- Leadership Experience
- Study Abroad
- Relevant Coursework
- Language Skills
- Honors / Awards
- Community Service / Volunteer Experience
- Computer Skills

General Tips:

- Keep in mind that an employer will typically scan a resume for 1 minute or less.
- Be honest throughout your resume—never lie.
- Do not use a resume template or table to create your resume.
- Type the resume in Arial or Times New Roman in 11 or 12-point size for text
- Limit your resume to one page for traditional students
- Use indentations, capital letters, bolding, and bullets to effectively enhance important information
- Tailor resumes to specific positions or employers
- Never include references or the statement “References Available Upon Request”
- Never include personal information such as age, hobbies, interests, marital status
- Generally include a cover letter with your resume
- Proofread! Let several people (including Career Services staff) critique your resume

Action Verb List

Leadership Skills	Communication Skills	Technical Skills	Admin Skills	Creative Skills	Financial Skills	Service Skills
Administered	Addressed	Analyzed	Approved	Acted	Accounted	Collaborated
Analyzed	Advised	Adjusted	Arranged	Composed	Administered	Contracted
Anticipated	Arbitrated	Aligned	Catalogued	Conceived	Allocated	Coordinated
Assessed	Arranged	Calculated	Classified	Conceptualized	Analyzed	Counseled
Assigned	Assembled	Catalogued	Collected	Created	Appraised	Corrected
Attained	Authored	Compiled	Compiled	Designed	Audited	Demonstrated
Chaired	Bargained	Computed	Corresponded	Developed	Balanced	Encouraged
Contracted	Clarified	Critiqued	Dispatched	Directed	Budgeted	Evaluated
Consolidated	Collaborated	Created	Executed	Established	Calculated	Facilitated
Coordinated	Connected	Detailed	Generated	Fashioned	Comparing	Guided
Conducted	Contributed	Drafted	Implemented	Founded	Compiling	Integrated
Delegated	Coordinated	Designed	Inspected	Illustrated	Computed	Led
Developed	Corresponded	Devised	Monitored	Integrated	Correlated	Listened
Directed	Defined	Diagnosed	Operated	Introduced	Equated	Purchased
Empowered	Developed	Engineered	Organized	Invented	Examined	Repaired
Enabled	Directed	Evaluated	Prepared	Originated	Forecasted	Public Relations
Executed	Drafted	Examined	Processed	Performed	Formulated	
Hired	Edited	Extracted	Purchased	Planned	Leveraged	Collaborated
Improved	Explained	Formulated	Recorded	Revitalized	Managed	Communicated
Increased	Influenced	Financed	Retrieved	Shaped	Maximized	Conducted
Initiated	Integrated	Identified	Specified	Translated	Planned	Consulted
Measured	Interviewed	Maintained	Validated	Projected	Processed	Convinced
Modeled	Lectured	Measured	Recorded	Recognized	Selling Skills	Created
Negotiated	Listened	Operated	Reduced	Reconciled		Demonstrated
Overhauled	Mediated	Organized	Reported		Advised	Endorsed
Oversaw	Moderated	Programmed	Verified		Asked	Entertained
Planned	Motivated	Refined	Collaborated		Calculated	Hosted
Prioritized	Negotiated	Repaired	Collated		Closed	Informed
Produced	Organized	Reviewed	Computed		Communicated	Interviewed
Recommended	Persuaded	Restructured	Developed		Compared	Performed
Regulated	Promoted	Revised	Evaluated		Contacted	Planned
Reinforced	Publicized	Solved	Examined		Contracted	Promoted
Restructured	Presented	Summarized	Followed		Convinced	Recruited
Reviewed	Proposed		Improved		Differentiated	Represented
Scheduled	Read		Recommended		Influenced	Researched
Strengthened	Reconciled		Sorted		Informed	Taught
Supervised	Translated		Systemized		Inspected	
Verified	Updated		Wrote		Planned	

FIRSTNAME LASTNAME

Street Address | City, State Zip | Phone Number | E-Mail Address

OBJECTIVE

To obtain an internship in the financial services industry that utilizes finance education and previous work experience

EDUCATION

Saint Louis University – John Cook School of Business, St. Louis, MO

Bachelor of Science in Business Administration, May 2014

Concentration: Finance, plan to pursue CFA

Cumulative GPA: 3.48 / 4.00

PROFESSIONAL EXPERIENCE

Intern, Summer 2013

Wells Fargo, St. Louis, MO

- Assisted analysts with the creation and monitoring of various discretionary and non-discretionary portfolios
- Researched and examined mutual funds, and compiled data into functional reports used by numerous departments
- Participated in weekly team meetings and conference calls to portfolio managers
- Assisted colleagues with such projects as annuity reviews, life insurance presentations, and created detailed analysis reports for mutual fund products

ADDITIONAL WORK HISTORY

Campaign Assistant, Summer 2032

United Way of Metropolitan Nashville, Nashville, TN

- Coordinated and conducted campaigns among employee groups and solicited corporate contributions to increase resources
- Worked with existing company campaigns and also secured new campaigns with companies that had not participated in previous years
- Co-presented campaign events and presentations with senior account executives

Shift Leader, 2009 ó'200:

Champs Sports'Dct, Nashville, TN

- Supervised a team of up to 5 people
- Performed managerial duties such as opening and closing store, setting daily goals and sales targets, providing superior customer service

ACTIVITIES / HONORS

Third Baptist Church, 200; – Present

Delta Sigma Phi Fraternity, 200: – present

- Philanthropy Chair, 2013 – present

Inter-Fraternity Council, 2032 – 2013

University Scholarship

First Name Last Name

Street Address

City, State Zip

Phone Number

E-Mail Address

OBJECTIVE

To obtain a financial internship to further understanding of the industry and apply knowledge learned in the classroom

SKILLS

- Knowledgeable of EViews and econometric modeling
- Priced Wal-Mart's stock accurately and utilized the company's share buying program in order to earn enough profit to finance junior year of college
- Produced reports and performed presentations for sector and company outlook in 2011 for Applied Portfolio Management course

EDUCATION

Saint Louis University John Cook School of Business

St. Louis, MO

Bachelor of Science in Business Administration

May 2012

Concentration in Finance (Financial Analyst Track), plan to pursue CFA

Cumulative GPA: 3.98/4.00

WORK EXPERIENCE

Associate

2009-Present

Sam's Club

St. Louis, MO

- Initiated inventory orders for the store cafeteria
- Improved cafeteria inventory control for both food and supplies
- Performed all duties in the absence of the Cafeteria Supervisor
- Mentored and trained five new employees to aid in integrating into the team

ACTIVITIES

Advisory Board, Advancing Women in Leadership

2010-Present

Sigma Kappa Sorority

2008-Present

- Executive Vice President (2010-present)
- Vice President of Membership (2008-2009)

Big Brothers Big Sisters of Eastern Missouri

2009-Present

Saint Louis University Student Ambassador

2008-2009

HONORS / AWARDS

Alpha Sigma Nu (Jesuit Honor Society)

2010-Present

Order of Omega (Greek Honor Society)

2008-Present

Dean's List

6 semesters

Ignatian Scholarship