

[Delete every bracketed note before you send this. They are guidance, not content - and a resume that arrives with them still in it is the fastest rejection there is.]

FIRST LAST

[One line. Name large, then phone, email, city and a LinkedIn URL. No address, no photograph, no date of birth - in the US a photograph is a screening liability for the firm, and in the UK it is simply not done.]

+1 (000) 000-0000 · first.last@university.edu · City, ST · linkedin.com/in/firstlast

EDUCATION

[Education goes first while you are a student and for roughly two years after. It goes below experience the moment your work is more interesting than your degree, and not before.]

University Name

City, ST

Bachelor of Arts in [Major], Minor in [Minor]

Expected May 2028

[Include the number if it is strong for your market - 3.5+ in the US, a 2:1 or first in the UK. If it is not, leave it out entirely rather than explaining it. A missing GPA is a question; a low one is an answer.]

- GPA: 0.00 / 4.00 · SAT: 0000 · [Dean's List, scholarship, or delete this line]
- Relevant coursework: Financial Accounting, Corporate Finance, [two more, and only ones you could be asked about]

[Four courses maximum. A list of nine says you have nothing else to put here.]

EXPERIENCE

[You have more of this than you think. A campus fund, a family business, a summer job with responsibility, a society treasurer role, a research assistantship. What matters is not that it was finance - it is that somebody trusted you with something and you can say what came of it.]

Organisation Name

City, ST

Your Title

Jun 2026 - Aug 2026

[Every bullet: verb, what you did, what it produced, and a number wherever a number exists. "Built a three-statement model for a \$40m manufacturer" beats "gained modelling experience" because one of them happened to a person.]

- [Verb] [what you did] [for whom], [producing what], [quantified].
- [The one a reader would ask about in an interview. Put it second so it survives a skim.]
- [Third only if it adds something the first two do not.]

Second Organisation

City, ST

Your Title

Sep 2025 - May 2026

- [As above. Two bullets is enough for anything that is not your best entry.]
- [...]

LEADERSHIP & ACTIVITIES

[This section exists to answer "would I spend fourteen hours a day next to this person". Say what you were responsible for, not what the society is.]

Investment Club / Society / Team

City, ST

Role

Sep 2025 - Present

- [What you ran, how big it was, what changed because you ran it.]

SKILLS, CERTIFICATIONS & INTERESTS

[Claim only what you would survive being asked about. "Financial modelling" on a resume is an invitation to a modelling test, and that is a good thing if it is true.]

- Technical: Excel (financial modelling, INDEX/MATCH, sensitivity analysis), [PowerPoint, SQL, Python - only if real]
- Certifications: [course, credential, or delete]
- Interests: [three, specific enough to be a conversation. "Reading" is not one. "Sixteenth-century naval history" is.]