

[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

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EDUCATION

University Name

City, ST

Bachelor of Science in [Major]

Expected May 2028

- GPA: 0.00 / 4.00 · [honour, scholarship, or delete]

EXPERIENCE

[Your finance internship goes first and gets four bullets. Everything else gets two. The most common mistake on a resume like this is giving equal weight to the summer at a bank and the summer at a restaurant, out of a sense of fairness that no reader shares.]

Firm Name

City, ST

Summer Analyst, [Group]

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.]

- [The model or analysis you built. Name the type - three-statement, DCF, comps, LBO - the sector, and the size.]
- [The deal or process you sat on, what your part of it was, and what happened to it.]
- [The thing you produced that somebody else used: a memo, a materials deck, a screen of forty targets.]
- [Something you improved or automated. Juniors who make the process faster are remembered.]

[Do not name a client the deal was not public about, and do not put a live process on a page you email to strangers. "A \$200m industrials carve-out" is specific enough and breaks nothing.]

Earlier Organisation

City, ST

Title

Jun 2025 - Aug 2025

- [Two bullets. Lead with the one that shows judgement or ownership.]
- [...]

LEADERSHIP & ACTIVITIES

Organisation

City, ST

Role

Sep 2025 - Present

- [One bullet. This section is now supporting evidence, not the case.]

SKILLS, CERTIFICATIONS & INTERESTS

- Technical: Excel (three-statement modelling, DCF, comparable company analysis), [PowerPoint, Capital IQ, FactSet, Bloomberg - only what you have actually used]
- Languages: [only at professional working proficiency or above]
- Interests: [three, specific]