

# [Name, Designation]

[Phone Number] | [Email Address] | [Linkedin Address]

## EDUCATION

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[University]

[City], [Country]

Bachelor of [Arts/Science] in [Major]

Expected [Graduation Date]

- **Relevant Coursework:** Any course/project related to the job you are applying, rank according to relevance [Financial Mathematics, Economics, Python/SQL/C# courses, etc.]
- **Honors:** Achievement, E.g. Graduation with Distinction, First place in final year GPA

## WORK & LEADERSHIP EXPERIENCE

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[Employer #1]

[City], [Country]

[Position Title], [Group Name]

[Start Date] – [End Date]

- [Summary sentence stating what you did, why you did it, how you achieve it and what's the result]
- [Sample #1 – **Risk Management:** Conducted risk assessments and developed risk management plans for high-risk projects, resulting in a reduction of overall project risk by 30%.]
- [Sample #2 – **Data Analytics:** Developed data analysis techniques to improve customer behaviour for a retail company, increasing customer satisfaction by 20% and sales revenue by 15%.]

[Employer #2]

[City], [Country]

[Position Title], [Group Name]

[Start Date] – [End Date]

- [Summary sentence stating what you did, why you did it, how you achieve it and what's the result]
- [Sample #3 – **IB M&A:** Assisted in the execution of a \$1 billion cross-border merger for a healthcare company, conducting financial analysis and due diligence. Coordinated with legal, tax and accounting teams to ensure a successful deal closing, resulting in a 10% increase in client revenue.]

[Student Club]

[City], [Country]

[Position Title]

[Start Date] – [End Date]

- [Summary sentence stating what you did, why you did it, how you achieve it and what's the result]
- [Sample #1: Served as the Vice President of the Marketing Club at XYZ University, organizing and executing marketing campaigns, events, and fundraisers. Increased the club's membership by 50% and raised \$5,000 for charity through an annual marketing competition.]

## PROJECTS

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[Project Name]

[City], [Country]

[Position Title]

[Start Date] – [End Date]

- [Summary sentence stating what you did, why you did it, how you achieve it and what's the result]
- [Sample: Led a team of five to develop a new product for a start-up company, overseeing all phases of the project from ideation to launch. Successfully launched the product within the desired timeline and budget, resulting in a 25% increase in company revenue]

## SKILLS, ACTIVITIES & INTERESTS

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**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Technical Skills:** [List any programming languages; E.g. Excel VBA(Advance), Python(Intermediate)]

**Certifications & Training:** [Any courses/virtual internships can be listed here]

**Interests:** [Only put long term interest here; best to show some related achievements]

(If you need help on putting your experience into the template, contact me! I provide everything you need during your job searching process. My website: <https://getofferwithfiona.github.io/>. My email: [fxlondon20@gmail.com](mailto:fxlondon20@gmail.com))