[Name, Designation]

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

**EDUCATION**

**[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**

**[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**

**[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**

**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))