爱思益求职制作

**免费英文简历模板**

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| **EDUCATION** | | |
| **[University Name]**  *Bachelor of [Arts/Science] in [Major]* | | **[City], [State/country]**  *Expected [Graduation Date]* |
| * **GPA**: [xx] / 4.0; SAT: [xx] [If you’re outside the US, list grades under your system here instead] * **Honors**: [xx] * **Relevant Coursework**: [Economics / Accounting / Finance classes, anything business-related] | | |
| **WORK EXPERIENCE** | | |
| **[Company Name]**  *[Position Title], [Group Name]* | | **[City], [State/Country]**  *[Start Date] – [End Date]* |
| * [Summary sentence stating what you did and the overall results of your work] * Selected [Client / Project / Transaction] Experience:   [Project #1]  [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]  [Project #2]  [Analyzed xx and concluded that key factor was xx, which made project viable / not viable;  爱思益求职制作  resulted in company proceeding with project] | | |
| **[Company Name]**  *[Position Title], [Group Name]* | **[City], [State/Country]**  *[Start Date] – [End Date]* | |
| * [Summary sentence stating what you did and the overall results of your work] * [Led team’s efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings] * [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx] * [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments] | | |
| **LEADERSHIP EXPERIENCE** | | |
| **[Student Club Name]**  *[Position Title]* | **[City], [State/Country]**  *[Start Date] – [End Date]* | |
| * [Summary sentence stating what you did and the overall results of your work] * [Recruited over xx members to club with promotional campaign] * [Organized conferences, speaker events and community events] | | |
| **SKILLS, ACTIVITIES & INTERESTS** | | |
| * **Languages**: Fluent in [xx]; Conversational Proficiency in [xx] * **Skills**: [List any programming languages – not MS Office/Excel] * **Certifications & Training**: [Any extra courses or programs relevant to finance] * **Activities**: [Student Clubs, Volunteer Work, Independent Activities] * **Interests**: [Keep this to 1-2 lines and be specific; do not go overboard] | | |