

TO EDIT: go to File -> Make a Copy OR File -> Download

First Last

Address: XXX | Mobile: +1 (XXX) XX-XXXX | Email: XXX@university.edu

EDUCATION

University Name

City, Country

- Insert degree name + major
 - Insert specialization / concentration (or minor)
 - Insert grade
 - Insert honors list or other accolades (optional)

Expected graduation date

High-School Name

City, Country

- Insert High school studies / specialization
 - Insert Advanced Placement classes / IB classes / A-Levels
 - Insert grade
 - Insert honors list or other accolades (optional)

Time spent there

Relevant coursework (optional): Insert courses relevant to the position you are applying to

PROFESSIONAL EXPERIENCE

Company Name

City, Country

- *Insert title, insert department*

Time spent there

 - Insert explanation of your job (remember to tailor this to the job you are applying to. Also use action verbs, be specific, and quantify wherever possible)
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SKILLS

- **Languages (optional):** Insert language and level of fluency
- **Computer:** Insert application and level of proficient (try to be specific and give examples of formulas you know how to use for instance)

ADDITIONAL INFORMATION

- **Competitive sport (optional):** Sport + level
- **Interests:** whatever you're interested in (I don't recommend making it finance-related)
- **Certificates & Achievements (optional):** Examples include scholarships, awards, language certificates etc.
- **Additional education (optional):** In case you have some extra education you didn't fit on top (or you want to fill more space in your resume)