

SAMPLE BUSINESS RESUME

JOE STUDENT

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EDUCATION

- 9/XX-12/XX **Stanford University**, Stanford, CA
BA in Economics; Honors Candidate in Economics. GPA: Major: 3.86/4.00, Cumulative: 3.78/4.00
Relevant Coursework: Econometrics, Multi-Variable Calculus, Micro and Macro Economic Analysis, Economics and Public Policy, Imperfect Competition, Financial Economics, International Economics.
- 9/XX-12/XX **Oxford University**, Oxford, England
Completed tutorial on the Political Economy of Trade and Trade Agreements.
- Sophomore College:** Participated in intensive seminar entitled "Economic Thoughts of Plato and Aristotle." Academic work focused on economic ideas among major Greek philosophers, and also on assumptions behind modern economic theory. Culminated in a paper critiquing rational choice and preference ranking.

EXPERIENCE

- 6/XX-8/XX **Research Assistant**, National Economic Research Associates (NERA), White Plains, NY
Worked with a team of four other researchers on cases relating to antitrust, intellectual property and labor economics. Conducted quantitative and qualitative research, collected and analyzed data, created and managed spreadsheets.
- 6/XX-8/XX **Summer Analyst**, Galleon Group, New York, NY
Assigned to track a group of technology companies for the New York based hedge fund, Galleon Group. Worked with three other analysts in collecting and analyzing relevant financial statistics, Performed qualitative research to form an assessment of the current status of the companies.
- 5/XX-6/XX **Economics Tutor**, Undergraduate Advising and Research, Stanford University, Stanford, CA
Assisted students with understanding concepts and solving problems in micro and macro economics, econometrics and statistics. Organized review sessions and prepared practice problems for upcoming exams.
- 7/XX-9/XX **Business Intern**, American International Group (AIG), New York, NY
Developed a business analysis on a foreign company, located in Sri Lanka, with which AIG had recently formed a joint venture. Wrote a report on Sri Lanka's insurance sector, focusing on privatization of insurance companies and on a recent merger between two insurance companies.

LEADERSHIP

- 4/XX-present **Staff Editor**, Undergraduate Journal of International Relations, Stanford, CA
Review and edit articles relating to capital inflows and international trade in emerging economies. Help with distributing the journal to think tanks, academic institutions, and faculty and students at Stanford.
- 5/XX-present **Program Director**, SAT Success, Haas Center for Public Service, Stanford, CA
Coordinate all aspects of the tutoring program including recruitment of tutors and tutees. Organize events to introduce high school students to SAT preparation and the college application process. Conduct training sessions on tutoring the math and verbal sections of the SAT.
- 1/XX-6/XX **Staff Editor**, Undergraduate Journal of Philosophy, Stanford, CA
Evaluated, edited and helped select and compile papers for Stanford's undergraduate philosophy journal, The Dualist. Focused on reviewing papers on political philosophy and ethics.

SKILLS

- Computer:** Proficient in Excel, PowerPoint, and FileMaker.
Language: Proficient in speaking and writing French