

RESUME OUTLINE CHRONOLOGICAL FORMAT

Use an appropriate
email and voicemail.

YOUR NAME

Street Address, City, State Zip
student@berkeley.edu | (650) 453-5555 | linkedin.com/in/yourname

OBJECTIVE

An objective statement is optional. If included, it should be specific to the position you are applying for.

QUALIFICATIONS

- Number of years of relevant experience, noting skills gained
- An important accomplishment that directly relates to the job
- A quality or characteristic of yours that supports this goal

A Qualification or
Summary section is
optional. Use only if
you have significant
skills that relate to
the job description.

EDUCATION

University of California, Berkeley

Bachelor of Arts/Science, Name of Major

Minor or Concentration

Honors Thesis: "Title"

Overall GPA and/or Major GPA

Related Coursework: Course Title, Course Title, Course Title

Berkeley, CA
Expected Month Year

Previous Institution Name

Name of Degree/Diploma/Program or Summary of Coursework Completed

City, State/Country
Month Year

EXPERIENCE

Organization Name

Position Title

City State/Country
Month Year - Present

- Use bullet points to describe your accomplishments. Paragraphs can work as well, although bullets will lead the reader's eyes more easily.
- Always start your statement with "action verbs" add adjectives to emphasize
- State an accomplishment that demonstrates your skills in this field/position
- Illustrate a problem you solved using relevant skill(s) and the results
- Provide an example of when you used your skills to positively affect the organization, the bottom line, your boss, or your clients

Position Title

Month Year - Present

- If you have been involved in multiple positions within one organization, consider breaking out your positions to highlight your progression within the organization.

Organization Name

Position Title

City State/Country
Month Year - Present

- Be consistent with punctuation and format within each section.
- Use present tense verbs for current positions and past tense verbs for previous positions.

SKILLS

Language: Provide an accurate assessment of your proficiency (e.g. conversational, fluent, native) in any languages other than English.

Computer/Software/Programming: Consider how to best represent your familiarity, proficiency, or expertise in technical areas.

Laboratory: Consider including other relevant categories of skills, based on your background and the position you are applying for.

INTERESTS

Listing interests is optional. Interests may or may not be related to the position, but if included they may serve as a potential conversation starter and an opportunity to share other passions, hobbies, or ways you spend your time.



CHRONOLOGICAL RESUME



Anna Lee

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OBJECTIVE

Full-time position as a financial analyst

If you include an objective, make it clear and concise.

A summary may be included if you have specific skills and experiences the job description asks for.

EDUCATION

University of California, Berkeley
Haas School of Business

Bachelor of Science, Business Administration (GPA: 3.64)

May 2016

SUMMARY OF QUALIFICATIONS

- Professional experience as intern in well-established financial services agency
- Strong background in research and analysis developed through leadership experience and business courses
- Extensive work on case projects in financial accounting and corporate finance classes
- Proficient in Excel, PowerPoint, and Bloomberg

EXPERIENCE

Investment Intern, BAE Financial Services, Orange, CA

May – August 2015

- Developed and implemented financial plans for individuals, businesses, and organizations by utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate
- Prepared and submitted client's financial plan documentation; maintained contact with client, revising plan as required to reflect modified client needs or financial market changes
- Conducted research on various investment products to recommend the most suitable ones to clients

Case Competitions, Haas School of Business

August 2014 – May 2015

1st Place: Morgan Stanley Technology Investment Banking Case Competition, Fall 2014

- Conducted discounted cash flow and public comparables analyses to determine the best strategic recommendation for LinkedIn's IPO; analyzed competitive landscape, industry trends and IPO market

Finalist: Goldman Sachs Investment Banking Case Competition, Fall 2014

Financial Analysis Project, Financial Institutions and Markets class, UC Berkeley

Fall 2014

- Created comparable company analyses to identify financial opportunities.
- Performed market research to facilitate analysis of equity funds.
- Developed comprehensive investment portfolio strategy and presented to class of 35

LEADERSHIP

Treasurer, Undergraduate Finance Association

August 2014 – present

- Expertly manage cash funds and flow garnered from membership fees, ASUC allotment and annual events
- Actively attend weekly meetings, sharing information with peers about opportunities and activities surrounding careers in finance

Active Member, International Association of Business Communicators

August 2014 – present

ADDITIONAL SKILLS & INTERESTS

Computer: Bloomberg, Excel, Access, PowerPoint, Word, C++, HTML

Languages: Fluent in Mandarin

Interests: Avid vocalist, painter and photographer