**SAMPLE RESUME #1 – Optional format with no objective**

**Your Name**  
Street Address • City, State, Zip • Telephone number • E-mail

**EDUCATION**

**University of California, Santa Cruz** — *Santa Cruz, CA*  
Master of Science in Applied Economics and Finance  
Expected June 2017  
Current GPA: 3.85/4.00

Honors:

* Dean’s List, 2015-2017
* Graduate Fellow of the Economics Department, 2016-2017

Thesis: *The Impact of International Trade on Local Economies: A Study of Emerging Markets*  
Special Project: *Developed an economic model for forecasting stock market trends based on economic indicators*

**Related Course Work**

* Advanced Econometrics
* International Finance
* Financial Markets and Institutions
* Microeconomic Theory
* Time Series Analysis
* Corporate Finance

**Undergraduate Degree**  
**University of California, Berkeley** — *Berkeley, CA*  
Bachelor of Arts in Economics  
Graduated May 2015  
GPA: 3.70/4.00

Honors:

* Graduated with Honors
* Recipient of the UC Berkeley Economics Department Award for Excellence

**RELATED EXPERIENCE**

**XYZ Financial Services** — *San Francisco, CA*  
**Financial Analyst**  
January 2016 – Present

* Conducted financial analysis of portfolios exceeding $10 million in assets, utilizing quantitative methods to assess risk and returns.
* Developed financial models to predict stock market movements, improving forecast accuracy by 25%.
* Collaborated with senior analysts to provide strategic financial advice to clients in the healthcare and tech industries.
* Implemented a data-driven approach to assessing investment opportunities, increasing client satisfaction by 15%.
* Regularly presented financial reports to executives and clients, translating complex financial data into actionable insights.

**ABC Economic Consulting** — *San Francisco, CA*  
**Economic Research Assistant**  
June 2014 – December 2015

* Assisted in the design and execution of research projects focused on the impacts of fiscal policies on economic growth.
* Analyzed large datasets using Excel and R to identify economic trends and patterns.
* Contributed to reports that were presented to government agencies and private sector clients.
* Developed econometric models to assess the effect of government spending on unemployment rates.

**ADDITIONAL EXPERIENCE**

**University of California, Santa Cruz** — *Santa Cruz, CA*  
**Teaching Assistant, Microeconomics**  
September 2016 – May 2017

* Assisted the professor in grading assignments, conducting office hours, and providing academic support to over 50 students.
* Led weekly discussion sections, helping students grasp complex concepts such as supply and demand, market equilibrium, and game theory.

**ABC Charity Organization** — *Santa Cruz, CA*  
**Volunteer Coordinator**  
January 2015 – December 2016

* Managed a team of 20 volunteers for various fundraising events, leading efforts to raise over $50,000 for local charities.
* Coordinated logistics for community outreach programs, ensuring all events ran smoothly.

**ACTIVITIES**

* President, Economics Graduate Student Association, 2016-2017
* Volunteer, Habitat for Humanity, 2015-2017
* Member, UC Santa Cruz Economics Club
* Member, UC Berkeley Economics Honor Society

**SKILLS**

* **Computer**: Advanced proficiency in Microsoft Word, Excel, PowerPoint, Dreamweaver, FileMaker Pro, and R programming language
* **Languages**: Fluent in Spanish, basic knowledge of French
* **Other**: Experience with financial modeling software (e.g., Bloomberg, FactSet) and advanced data analysis techniques.

**HONORS AND AWARDS**

* Graduate Fellow of the Economics Department, 2016-2017
* Dean’s List, 2015-2017
* UC Berkeley Economics Department Award for Excellence in Research

**SAMPLE RESUME #2 – Optional format for people with extensive full-time experience**

**Your Name**  
Street Address • City, State, Zip • Telephone number • E-mail

**QUALIFICATIONS**

* Eighteen years of varied industry experience in senior-level corporate communications, specializing in crisis management and strategic communications.
* Demonstrated leadership ability managing teams of over 50 professionals across multiple departments, driving company-wide initiatives, and overseeing significant budgets.
* Sole spokesperson, lobbyist, and avenue of last resort for internal and external conflict resolution.
* Proven track record in developing and executing communication strategies that align with organizational goals.
* Superior written, verbal, and interpersonal communication skills, with the ability to influence stakeholders at all levels.
* Provide strategic counsel and guidance to CEOs and senior management on public relations, media outreach, and crisis management.

**PROFESSIONAL EXPERIENCE**

**XYZ Corporation** — *San Francisco, CA*  
**Senior Vice President, Corporate Communications**  
March 2010 – Present

* Spearheaded a rebranding initiative that increased company visibility by 40% in key markets, leading to a 25% increase in market share.
* Led crisis communication strategies during high-profile public incidents, minimizing reputational damage and mitigating legal risks.
* Managed a team of 25 communication professionals, overseeing media relations, content creation, and public outreach campaigns.
* Developed and executed internal communication strategies that improved employee engagement by 30%.
* Cultivated relationships with media outlets and government agencies, positioning the company as a thought leader in the industry.

**ABC Global Communications** — *New York, NY*  
**Director of Public Relations**  
January 2005 – February 2010

* Directed global public relations campaigns for Fortune 500 clients, enhancing brand reputation and visibility in international markets.
* Negotiated sponsorship deals and partnerships with key industry players, increasing client revenue by 20%.
* Managed corporate social responsibility initiatives, aligning PR campaigns with sustainability efforts to improve public perception.
* Oversaw crisis communication plans for multiple clients, including Fortune 100 companies, ensuring prompt and effective response during emergencies.

**DEF Communications Solutions** — *Los Angeles, CA*  
**Public Relations Manager**  
June 2000 – December 2004

* Managed media relations and developed press releases for a wide range of clients in sectors such as technology, finance, and healthcare.
* Organized press conferences and product launches, ensuring positive media coverage and successful brand positioning.
* Worked closely with senior management to develop public relations strategies that aligned with corporate objectives.

**EDUCATION**

**University of California, Santa Cruz** — *Santa Cruz, CA*  
Master of Science in Applied Economics and Finance  
Expected June 2017  
GPA: 3.85/4.00

**University of California, Berkeley** — *Berkeley, CA*  
Bachelor of Arts in Communication  
Graduated May 2000  
GPA: 3.70/4.00

**SKILLS**

* **Computer**: Knowledge of PC and Macintosh formats, including Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Creative Suite (Photoshop, Illustrator), and content management systems.
* **Languages**: Fluent in Spanish, basic knowledge of French.
* **Other**: Expertise in crisis communication, media relations, and public speaking.