

Janet Yellen

(123) 456 – 7890 | jyellen@wisc.edu | 123 State Street, Madison, WI 53706

Education

University of Wisconsin-Madison

Bachelor of Science, Majors: Economics & Political Science

Certificate: Development Economics

GPA: X.X/4.0

Madison, WI

May 201X

Trinity College Dublin (Study Abroad)

- Gained knowledge of global economics and understanding of cultural variations

Dublin, Ireland

January – May 2017

Professional Experience

Wisconsin Housing and Economic Development Authority

Single Family Housing Intern

Madison, WI

June 2017 – Present

- Analyzed escrow disclosures by reviewing property taxes, hazard and flood insurance certificates, and mortgage insurance payments to ensure proper payments
- Reviewed and entered hundreds of loan documents including mortgages, assignment of mortgages, insurance certificates, escrow disclosures, and others to ensure they were complete and correct
- Provided administrative support and performed 3 projects for the loan servicing team

Wisconsin Economic Development Corporation

Credit & Risk Intern

Madison, WI

April 2016 – June 2017

- Examined over 350 award recipients' project results to ensure all contract deliverables were achieved and prepared reports detailing findings
- Streamlined the closeout process and created a new form with instructions in a LEAN Government project
- Audited the Schedule of Expenditures tracking process and reported findings and recommendations to the CFO
- Performed data quality reviews of awards post-contracting to ensure that information was correctly transferred from application and contracts into the awards administration systems
- Updated the award administration systems (EnABLE and Salesforce) to reflect accurate performance results

Memorial Union, University of Wisconsin-Madison

Dining Facility Cashier

Madison, WI

September 2015 – April 2016

- Managed over 100 transactions per day and communicated with customers to ensure a positive dining experience
- Trained 4 new employees on utilizing payment technology and best practices for resolving customer concerns

Leadership & Community Involvement

LEAD@Econ

Mentor

Madison, WI

September 2017 – Present

- Selected to support a freshman student by providing advice and resources for pursuing academic, career, and life goals at bi-monthly meetings
- Engage in monthly leadership trainings with over 50 students to grow in personal and professional development

Habitat for Humanity – UW-Madison Chapter

Global Village Committee Member

Madison, WI

September 2014 – May 2015

- Collaborated with a team of 3 to compose a grant proposal which was presented to the UW-Madison committee and successfully secured a \$4,000 grant
- Promoted event through social media campaigns on Facebook and Instagram and raised over \$8,000 across 7 committee members social media, print, and email
- Travelled to El Salvador in May of 2015 to help construct a home for a family in an impoverished village

Skills

Technical: Excel, PowerPoint, LendingQB, DocTrak, Servicing Director, Crystal Reports, Salesforce, EnABLE

First and Last Name

123.456.7890 | email@gmail.com | 123 Home Drive | City, ST 57303

Education

University Name

City, ST

Degree // Spell out, ex. Bachelor of Arts

Graduation Month, Year

Major: // Different than your degree, ex. Economics

GPA: // If higher than 3.0 you can keep on, otherwise you can omit.

Academic Honors: // ex. Dean's List (2 semesters), or any scholarships you have received

Relevant Coursework: // Optional, limit to ~4. Only include what is **specifically** relevant for the position. If applying for position in public health, can include: Public Health in Urban Communities

Professional Experience

Business

City, ST

Position Held/Title

Start Month Year – End Month Year

- *Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?
- Ex. Entered over 200 records into an Access database to efficiently track client outcomes

“entered”: Skill VERB-
what did you do?

“over 200”: How
many?

“records”: WHAT did
your verb act upon-
what did you enter?

“Access database”:
HOW did you enter
the data, using what
tools? Optional but
good to include if
tools used in your
field

“to efficiently track
client outcomes”:
WHY did you do this,
and what was the end
result? How can you
measure your
success?

Business

City, ST

Position Held

Start Month Year – End Month Year

- Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?

Leadership & Community Involvement

Organization

City, ST

Position Held/Title

Start Month Year – End Month Year

- Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?

Organization

City, ST

Position Held/Title

Start Month Year – End Month Year

- Explanation of what **exactly** you did there, answering the following and **quantifying**:
- What did you do? How did you do it? What was the purpose/how can you measure success?

Skills

Technical: Excel (Proficient), Java (Basic), WordPress, STATA // Reserved for **hard** skills only.

Languages: English (Fluent), Chinese (Native) // Can include even if basic. This section is optional. If you don't have specific technical or language skills to highlight, you don't need to include this section.

* An employer can only determine if you're a great candidate based on what you tell them, so it's important to include all of these details on what you did, how you did it and why it was important.

William Sewell

WSewell@wisc.edu | 608-555-6789 | 1848 Badger Drive, Madison, WI 53706

Education

University of Wisconsin-Madison

Madison, WI

Bachelor of Science, December 20xx

Major: Economics

Certificate: Computer Science

GPA: 3.3/4.0

Relevant Courses: Money and Banking · The Financial System · Wages and the Labor Market · Econometrics · Financial Reporting I & II (Accounting) · Database Management Systems (Computer Science)

Banking Experience

PNC

Pittsburgh, PA

Corporate and Institutional Banking Intern

May 20xx-August 20xx

- Collaborated with underwriters to develop relationship profitability models and assigned a grade to the liquidity and solvency of each company based on an analysis of their financial statements
- Researched over 100 local companies and developed reports in order to provide a recommendation to relationship managers on the quality of the prospective customer
- Assisted relationship managers in managing current client accounts between \$10 and \$50 million by meeting with the CEO, CFO, or management and creating presentations about the customer's banking history with PNC

Associated Bank

Oshkosh, WI

Customer Service Representative

May-August, 20xx-20xx

- Assisted members with financial transactions, resolve member issues, and match financial services to meet members' needs
- Cross sold and referred bank products and services to specific customers through needs identification to maximize profitable relationship
- Provided excellent customer service by processing transactions accurately and promptly

Leadership and Customer Service Experience

University of Wisconsin-Madison: Research and Sponsored Programs

Madison, WI

Administrative Team Intern

October 20xx-Current

- Provide administrative support for an office that manages up to \$300,000 a day in research revenue
- Process award modifications of Federal and Non-Federal research grants
- Develop strategies with an administrative team for taking inventory of over 50,000 accounts with ongoing contractual agreements

Visitor & Information Programs

Madison, WI

Tour Guide

January 20xx-October 20xx

- Guided up to 4 campus tours per week for groups between 5 and 40 people and engaged audiences in a unique and relevant tour
- Served as a campus ambassador to prospective students, alumni, and other campus visitors

Morgridge Center for Public Service

Madison, WI

Volunteer Coordinator

May 20xx-December 20xx

- Coordinated volunteer opportunities for UW-Madison students to volunteer throughout the community
- Provided leadership and training to volunteers

Badger Volunteer

September 20xx-May 20xx

- Tutored 30+ elementary and middle school students in mathematics and reading

Bucky Badger

Badger@wisc.edu | 608-555-1234 | 1848 Wisconsin Ave, #101, Madison, WI 53706

Education

University of Wisconsin-Madison | Madison, WI

Bachelor of Arts, May 20xx

Double Major: Economics (Mathematical Emphasis), Spanish

GPA: 3.6/4.0

Awards: Economic Academic Excellence Award, Dean's List (5 semesters)

Universidad Complutense de Madrid | Madrid, Spain

Study Abroad Participant, September 20xx-June 20xx

- Adapted flexibly to new environment
- Enhanced Spanish language speaking and writing skills

Experience

JPMorgan Chase & Co. | New York, NY

Corporate Finance Analytics- Summer Analyst | May 20xx-August 20xx

- Provided analysis on earnings, dividends and repurchases, capital structure, liquidity and competitors for CFO's financial strategy team
- Constructed models showing firm-wide effects of capital distributions and debt issuances
- Recommended changes to JPM's distributions and capital structure to CFO and Treasurer

Campus and Community Involvement

UW Equilibrium: Undergraduate Journal of Economics | UW-Madison

Writer | August 20xx-Present

- Wrote journal articles based on undergraduate and graduate student economics-related research by vetting the original research papers
- Developed excellent written and verbal communication skills by interviewing prominent economics alumni and faculty about their work and research

United Way of Wisconsin | Madison, WI

Volunteer | September 20xx-Present

- Strengthened Spanish language proficiency by speaking with native Spanish speakers
- Tutored students in local elementary and middle schools in math and reading

Economics Student Association | UW-Madison

Board Member | September 20xx-Present

- Networked with economics alumni from a variety of industries including financial services, banking, investing, and consulting

Technical and Language Skills

Technical: Microsoft Office Suite: Excel, Word, PowerPoint, Access · Stata · Adobe InDesign

Language: Spanish (Conversational) · French (Basic)