**First Name Last Name**

City, ST | name@luc.edu | 123-456-7890 | linkedin.com/in/name (LinkedIn URL)

Competitive and resourceful [insert major name] major. Passionate about [insert professional field or passion area here…i.e. marketing or digital marketing] and committed to delivering exceptional results. Experienced in [2 things related to your field] and skilled at [building strong relationships, collaborating effectively with team members, etc]. Determined, driven to perform, and motivated to succeed.

**Core Skills & Competencies**

Financial Reporting | Data Analysis | Relationship Building | Time Management | Options and Futures Trading

Negotiation Skills | Presentations & Public Speaking | Microsoft Excel

**Education**

Loyola University Chicago, Quinlan School of Business Expected Graduation: May 2021

Bachelor of Business Administration, Finance GPA: 3.5/4.0

Note any scholarships here OR move Dean’s List/Awards here OR delete Dean’s List: Spring 2019 & 2020

**Work Experience**

**Talent Acquisition Specialist – ABC Company – Chicago, IL December 2020 - Present**

* Collaborate with team members to source candidates and expedite the hiring process
* Use Workday software to create job requisitions for hiring managers across the country
* Review candidate resumes and recommend candidates to recruiters
* Meet bi-monthly with HR team members to review weekly priorities and results

**Finance Intern & Customer Service Representative – XYZ Company – Chicago, IL April 2020 - August 2021**

* Met with business owner weekly to review and discuss business financials
* Opened shop and managed business operations on a daily basis
* Answered product questions, provided quotes and addressed customer service issues via phone/email
* Developed and introduced updated pricing programs to support increased revenue & profit

**E-Commerce Intern – XYZ Company – Chicago, IL May 2019 - August 2019**

* Personally sold over $100,000 in merchandise
* Answered inbound calls to provide customers with product information and quotes
* Updated product and pricing information on consumer website

**Extracurricular Activities OR Leadership Experience OR Volunteer Activities (Indiv. Sections if more than 1)**

**Investment Committee Member, Rambler Investment Fund August 2020 – May 2021**

Student-run global macroeconomic fund with the explicit goal of generating an absolute return.

* Collaborate with 4 committee members and 30 analysts on investment goals, strategies and decisions

**Treasurer, Delta Sigma Pi Business Fraternity November 2019 – May 2020**