**Finance Resume Template**

Shippensburg University of Pennsylvania

career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Name**

Address | Phone | E-mail

**OBJECTIVE:** Clear and concise statement, focused on the position you’re seeking. (Use the objective only for career fairs, expos, etc. Most of the time, they are unnecessary.)

**EDUCATION**

**Bachelor of Science in Business Administration** (Expected month year)

**Major: Finance**

Minor/Concentration: (list here, if applicable)

Shippensburg University, Shippensburg, PA

Accredited by AACSB International (Or Internationally Accredited by AACSB)

QPA: (3.0+ or above)

**Honors:** (List any honors or awards received during college, including dates)

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**Relevant Coursework:** (List advanced coursework pertinent to the job)

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**PROFESSIONAL INTERNSHIP(s)/ RELEVANT EXPERIENCE:** (use professional, relevant, eye-catching headings)

**Title**,Name of organization, dates involved

City, State where employer is located

* List relevant duties performed during internship
* Use past or present (if still employed) tense action verbs to describe duties

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past or present (if still conducting research) tense action verbs to begin each bulleted statement

**CAMPUS LEADERSHIP:** (Highlight any leadership roles or positions held)

**Leadership Role**, Organization, dates involved

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past or present (if still filling this role) tense action verbs

**OR** (consider this format if you have held multiple roles within the same organization)

**Organization**, dates involved

**Leadership role** (dates); **Leadership role** (dates); **Leadership role** (dates)

**COMMUNITY SERVICE:** (Could be similar in appearance to Campus Leadership, depending on level of importance/relevance)**:**

List any volunteer work and/or community involvement performed (civic, community related, church, etc.)

**REFERENCES:** Do not include on your resume – separate page! “References available upon request” is NOT needed.

**Finance Resume Example**

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**Tyler Fance**

Address | Phone | E-mail

**EDUCATION**

**Bachelor of Science in Business Administration**, expected May 2021

**Major: Finance**

Minor/Concentration: Economics

Shippensburg University, Shippensburg, PA

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**PROFESSIONAL INTERNSHIP(s)/ RELEVANT EXPERIENCE:** (use professional, relevant, eye-catching headings)

**Student Intern**,Eco-Nomics LLC, June 2020 – August 2020

Salt Lake City, UT

* Prepared weekly and monthly performance reports for management
* Improved efficiency of MS Excel templates by integrating formulas, resulting in extra time to assist in forecasting shipments
* Translated approximately 50 procedure instruction files between Spanish and English with intern team on a weekly basis

**Financial Intern**, Delloite, June 2019 – August 2019

Pittsburgh, PA

* Audited affiliate division testing 45 samples of employee business expenses in Columbus, Ohio
* Created Excel testing template for Sweepstakes Program, new area of audit.
* Completed two additional areas of the audit, saving one week of expenses to be on-site
* Assisted financial audit department that was low on headcount on planning for next audit

**Intern**, Wells Fargo, June 2018 – August 2018

Harrisburg, PA

* Assisted analysts with the creation and monitoring of various discretionary and nondiscretionary portfolios
* Researched and examined mutual funds, and compiled data into functional reports used by 5-8 departments
* Participated in weekly team meetings and conference calls to portfolio managers
* Assisted colleagues with such projects as annuity reviews, life insurance presentations, and created detailed analysis reports for mutual fund products

**CAMPUS LEADERSHIP:**

**Vice President**, Alpha Kappa Psi, August 2019 - Present

* Coordinated all pledge events during Fall Semester
* Represented organization along with President at all Inter-Fraternity Council Meetings

**VOLUNTEER EXPERIENCE:**

SU Student Ambassador (2019 – Present)

Kings Kettle, volunteer (2018- Present)