

Name should be large to stand out

Joseph Johnson

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EDUCATION -Remove high school info from college resume

University of Illinois at Urbana-Champaign **Expected Graduation: May 2020**

Bachelor of Arts in Economics **GPA: 3.67/4.00**

Minor in Statistics OR Bachelor of Science in Econometrics & Quantitative Economics

- Honors: Dean’s List (Spring 2017), James Scholar (Spring 2017 & Fall 2018)
- Relevant Coursework: Financial Econometrics, Economics Statistics II, Data Structures, Financial Economics

EXPERIENCE -Tailor experience bullet points to the applied position

General Motors **Chicago, IL**

Intern, Finance Department Use numbers to emphasize achievements **May 2018 – Present**

- Create cost estimation models for spend categories (\$10M) of GM subsidiaries
- Identify potential problems and risks in the business by reviewing business documents, contracts, and conducting both desk and empirical research
- Gather and analyze financial information, including balance sheets, statements of cash flow, income statements, business contracts, and bills and vouchers
- Located more than 15 discrepancies in the financial information and presented to the manager

Elevated Construction Company **Skokie, IL**

Team Lead, Installation List transferrable skills even if position is not directly related **May 2015 – August 2015**

- Directed a team of four to oversee resolutions of issues during construction and commissioning phases
- Inspected an average of five job sites a month to determine the extent of work needed, providing as estimated budget and time to completion

ACTIVITIES -Section should be formatted similarly to experience section

Nu Alpha Fraternity **Champaign, IL**

Vice President, Service & Philanthropy **April 2016 – May 2017**

- Organized volunteer service trips for 60 members to assist members of the local community
- Collaborated with local businesses to sponsor and organize campus wide blood drive
- Raised \$12K for donation to St. Jude Children’s Research Hospital

X-Work Consulting **Champaign, IL**

Student Consultant **October 2015 – June 2016**

- Developed innovative techniques to increase client market share by 8%
- Used balance sheets, statements of cash flow, and income statements to analyze client competition and market standing
- Coordinated team of four to problem solve business issues for international clients

ADDITIONAL INFORMATION -List skills, relevant certifications, and languages

- Languages:** Mandarin Chinese (Native), German (Basic)
- Technical Skills:** Python (Proficient), Microsoft Office (Advanced), R (Basic)
- Research Tools:** Bloomberg, Capital IQ, Morningstar

Always put email and phone number, choose between campus and permanent address

Consider removing GPA if below 3.0/4.0

Always have location and term (month and year) of experience
 - Format on right side of the page to keep resume uncluttered

Use PAST TENSE for all completed positions and PRESENT TENSE for all current positions

Use concise but thorough bullet points to describe position role

Always include organization name and formal position title

Include proficiency levels for languages and technical skills

As a general rule of thumb, do not put “soft skills” on resume

PROOFREAD BEFORE SUBMISSION!

- Consult sample resumes for different formatting examples
- Consider coming to ECON Career Center for proofreading and resume review