

FIRST NAME, LAST NAME
Email: xxxxxx@duke.edu

Duke Address: XXXXX Phone: XXX-XXX-XXXX

Home Address: XXXXX Phone: XXX-XXX-XXXX

EDUCATION

Duke University – Durham, NC

Graduation: MMM YYYY

ALWAYS put your most recent education first, Duke should always be above high school (if you chose to include)

Major: BA in XXXXX; Minor: XXXX

Cumulative GPA: XXX; Major GPA: XXX

ONLY include major GPA if it is *significantly* higher than cumulative GPA, and is relevant (eg Econ, Engineering)

Relevant Coursework: If you are applying for finance, put econ, math and finance courses first! *Don't* put classes that are obviously part of your major (e.g. Micro, Macro, basic stats, calculus if you are an econ major)

Awards: can include here, but do not list out an endless number taking up vital space

Study Abroad, Institution, Country

Semester YYYY

Coursework included XXXXX

Here is where you can include high school, if you want to.

School Name - Location

DATE

If you do put high school, include SAT scores for Math and Verbal

WORK EXPERIENCE

Company Name (**AVOID USING ACRONYMS**), Location – Position

DATE

- Start sentence with action word! Show a range of skills
- For most relevant experience (eg sophomore or junior internship) use more bullets to describe experience
- For less recent experience, limit it to two bullet points
- Don't include names of specific deals worked on, describe using sector, size etc
- Include all work that is paid eg research fellowship/assistant positions

LEADERSHIP EXPERIENCE & EXTRACURRICULAR ACTIVITIES

Club Name, Location – Position

DATE

- Again, start sentence with action word!
- Show a range of relevant skills, where you have significant involvement, not just participation.
- Activities do not have to be finance-oriented, but be sure to show the critical skills you are gaining.
- If you are in a business club, provide a description of your involvement, otherwise it suggests you aren't interested!
- In general try to limit description to **two** bullet points.
- Better to have a smaller list of clubs in which you have a significant leadership role, rather than a lot of clubs where you are merely a member.

SKILLS & INTERESTS (**NEVER label this ETCETERA!**)

Languages: do not include computer programming language here! It's ok to specify level: native, fluent, conversational, basic etc

Technical: here is where to include computer programming language. Start with programming languages (eg C++), statistics programs (eg STATA), packages or programs specific to work experience (eg Salesforce), any web programming tools. Also include Bloomberg certification, if you have it. In general avoid including Microsoft Office, as that is expected, but if you must include it, make sure you have others first, and always put it at the end.

Interest: often ignored, but important. This is where you are able to give the full picture of who you are as a person. Try to avoid being too generic. Add a layer of personality, eg if you like soccer, don't just write soccer, write the team you support/play for. The interviewer wants to know how you chose to spend your time and if they can spend up to 15 hours a day with you! You should expect questions on your interests.

OVERALL:

Format: Be consistent! Make sure everything lines up on the left and right hand side – use gridlines to help. Always keep to ONE page. If it won't fit, you have too much information – make descriptions more concise. Check for typos, especially in contact information!!!