**BUSINESS SAMPLE RESUME**

emailaddress@utah.edu ▪ (801) 555-3333 ▪ linkedin.com/in/yourname

**EDUCATION**

**University of Utah, David Eccles School of Business** Salt Lake City, UT

***Bachelor of Science, Finance*** *May 20XX*

**Honors**

* 3.74 GPA, Golden Key International Honour Society
* Business Scholars – program for high achieving students to explore all areas of business through coursework,

team projects, and company visits locally, nationally, and internationally

* Honors at Entrance Scholarship – maintained all four years due to high academic performance

**Related Coursework**

* Honors Valuation – performed valuations, analysis, and made recommendations for acquisition, leveraged buyout, and venture capital investments through group and individual reports
* Financial Management – financial analysis, capital budgeting, capital structure

**EXPERIENCE**

**Finance Honors Student-Managed Investment Fund** Salt Lake City, UT

*Portfolio**Manager August 20XX – Present*

* Chosen as 1 of 16 finance students to manage $160,000 investment fund that has outperformed the S&P 500
* Analyze stocks by utilizing both technical and fundamental security analysis as well as by examining relevant qualitative factors that may potentially affect future earnings
* Recommend securities for purchase, sale, and retention through written reports and oral presentations

**R.C. Willey** Salt Lake City, UT

*Sales Associate/Department Lead* *July 20XX – July 20XX*

* Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue, while raising customer satisfaction
* Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

**Foot Locker** Orem, UT & San Francisco, CA

*Sales Associate**July 20XX – June 20XX*

* Directed 3 employees for redesign project of department layout and increased revenue by 15%

**Snowbird Ski Resort** Park City, UT

*Sales Representative**September 20XX – January 20XX*

* Designed marketing literature and organized distribution efforts that led to record season pass sales

**ACTIVITIES**

**University of Utah Finance Club** *–* **Vice President** *September 20XX – Present*

* Collaborated with leadership to create student opportunities to connect through annual Finance Conference involving 150 students and 20 alumni presenters

**Volunteer Church Representative** *July 20XX – July 20XX*

* Selected as Assistant to the President and supervised over 120 missionaries for final 6 months; organized and conducted conferences, facilitated training programs, and measured progress/results of organization

**INTERESTS**

* Competitive golfer with 3 handicap; have enjoyed 46 courses throughout North America and Europe