

John Doe

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EDUCATION

Non-Target School – School of Business

Bachelor of Science in Finance; Minor in Economics

Cumulative GPA: 3.7/4.0, Major GPA: 4.0/4.0

[City, XY]

Dec. 2015

- On track to successfully complete all required coursework in three years; work 30 hours per week while attending school full-time
- **Awards:** Sophomore Class Project (2nd place out of [XX]+ teams, elected team MVP), [ACCOUNTING FIRM] Case Competition (National Honorable Mention, 2nd Place in [XXXXXXXXXX] Region)

WORK EXPERIENCE

[Boutique Investment Bank]

Investment Banking Analyst Intern

[City, XY]

Jan. 2014 – Present

- Support deal team to provide sell-side M&A advisory to middle market companies across the software, marketing services, media, technology, and education industries
- Drafted sections of the Confidential Information Memorandum (CIM) for an international [XXXXXXXXXXXXXXXXXX] company
- Built management presentation and performed internal company data analysis for a [XXXXXXXXXXXXXXXXXX] company
- Compiled industry research and created buyers list for the divestiture of select assets for a leading [XXXXXXXXXX] company
- Prepared draft of pitch deck and wrote sections of the CIM for a highly specialized [XXXXXX] industry company
- Exposed to valuation concepts including comparable company, precedent transaction, DCF, and LBO analyses

[Finance Website]

Intern

New York, NY

Jul. 2013 – Aug. 2013

- Contacted relevant financial authors to build a working relationship in order to expand the reach of the [COMPANY] brand
- Compiled list of best practices for contacting authors to increase effectiveness of search engine optimization

[Start-Up Company]

Intern – Business Development

[City, XY]

Apr. 2012 – Aug. 2012

- Assisted VP to achieve various business development and daily operation goals at a late-stage start-up company
- Targeted potential customers, summarized market research, wrote competitor analysis reports, created media kit for website

LEADERSHIP & EXTRACURRICULAR INVOLVEMENT

[College] Investment Banking Club

Vice President & Mentor

[City, XY]

Jan. 2014 – Present

- Launched club to educate 80+ student members and increase [College's] placement in investment banking
- Write constitution and formal club proposal, coordinate and plan meeting content, individually mentor 3 underclassmen, manage group communication, build relationships with boutique banks to develop internship placement programs

[Social Investing Extra Curricular Program]

Investment Analyst

[City, XY]

Sept. 2014 – Present

- Selected to participate on team of five students and three professionals from across the world to make investments in developing nations with a focus on generating the maximum social impact from the infusion of capital
- Conduct market research, evaluate business plans, prepare investment decision reports for investment committee

[Business School Student Government]

Student Representative

[City, XY]

Aug. 2013 – Aug. 2014

- Met with Dean and student leaders to discuss issues facing the business school; represented the university in various capacities
- Completed academic integrity and curriculum review report for presentation to the Dean and other university administrators

SKILLS, INTERESTS, & VOLUNTEER WORK

Skills: Capital IQ, Bloomberg Terminal – Certified in Equity Essentials, Microsoft Excel Proficiency

Interests: Football (Three-year varsity letter winner and captain in high school), Squash, Snowboarding, Traveling

Volunteer Work: [College Prep Program] College Prep Mentor; mentored high school senior during the 2013 – 2014 school year