

IBD Hopeful

Somewhere in the world • (000) 000-0000 • 2222@222.com

OBJECTIVE

To obtain a position within an institution where my skills can effectively be utilized and strengthened.

EDUCATION

Non-target

Anticipated Graduation: 2014

WORK EXPERIENCE

MB Investment Bank (S&T sector)

00/0000 – 00/0000

Description: Worked on tasks with manager; archived documents; attended meetings about future projects

Fortune 100 company (Compliance sector)

00/0000 – 00/0000

Description: Worked on tasks with manager; made copies and scanned documents; data based information; attended meetings about future projects; archived documents

Real Estate Firm

00/0000 – 00/0000

Description: Made cold calls; advertised leasing options to local companies; archived documents.

EXTRACURRICULAR ACTIVITIES

Work-Study

00/0000 – Present

Description: Work 3 hours a week in conjunction with work-study program.

Finance Society

00/0000 – Present

Description: Discuss current events in finance on a weekly basis

PERSONAL SKILLS

- Knowledge in Microsoft Word, Excel and PowerPoint.
- Excellent multi-tasking, communication and leadership skills.
- Reliable, determined and hard worker.
- Team player and quick learner.