

## SAMPLE TEXT RESUME

Address  
City and State  
Phone Number  
Email Address

### EDUCATION

SAINT LOUIS UNIVERSITY, St. Louis, MO

2003 - present

JOHN COOK SCHOOL OF BUSINESS

Candidate for Master of Business Administration-May 2005

- 3.8 GPA/4.0 scale
- MBA scholarship recipient
- Graduate Assistant for the MBA program

UNIVERSITY OF MISSOURI, Columbia, MO

1999 - 2003

Bachelor of Science in Business Administration, Emphasis in Finance

- Recipient of President's Scholarship for four years
- Initiate of Phi Sigma Pi National Honors Fraternity

### EXPERIENCE

NEW COMPANY MANAGEMENT, Clayton, MO

2004-present

Finance Intern

- Conducted fundamental stock analysis
- Monitored account cash balances
- Analyzed accounts to recommend portfolio rebalancing strategies
- Attended daily investment meetings with senior management
- Listened to earnings announcements and conference calls, while maintaining close contact with external analysts in order to monitor firms

MATTHEW COMPANY, St. Louis, MO

Summer 2004

Finance/Marketing Intern

- Prepared financial plans for new client proposals using Financial + Profiles and Kettley software
- Constructed and updated account valuations on a daily basis
- Analyzed Morningstar reports to determine the appropriate mutual fund allocation within a client's portfolio
- Assisted in an ongoing project to re-brand the firm to enhance marketing efforts at potential clients

### COMPUTER SKILLS

- Advanced competency in all MS Office applications
- Proficient in IBM and Macintosh compatible systems
- Knowledge in webpage creation and Adobe applications

### COMMUNITY SERVICE

Volunteer for American Cancer Society and Special Olympics

Taught at an elementary school as a lay missionary in Belize, Central America

Member of National Honor Society