

# Basic Resume Format Example

Email: xyz@gmail.com 14 Travelers Way, Hempstead, NY 11550 917-555-5555

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## **PROFILE**

M.S. in Finance candidate with a background in statistics and mathematics. Seeking a position in financial analysis or quantitative management. Strengths include problem solving, self-motivation, and the ability to easily adapt to new work situations and technology.

## **EDUCATION**

**Frank G. Zarb School of Business, Hofstra University**

**Hempstead, NY**

*M.S. in Finance*

May 2015

**College of Life Science, South China Agricultural University**

**Guangzhou, China**

*Bachelor of Science*

June 2010

Grade Point Average: 3.30

## **WORK EXPERIENCE**

**Property and Casualty Company Limited (PICC)**

**Guangzhou, China**

*Assistant Section Manager-Intern*

**Summer 2009**

- Conducted consultations and provided answers to policy-holders' questions
- Promoted compulsory insurance and liability insurance to potential clients
- Improved and printed related questionnaires and insurance booklets
- Managed and maintained database system of policy-holders
- Became knowledgeable of the basic philosophy of PICC as well as insurance business industry

## **STUDENT LEADERSHIP**

*Section Chief of Sports Department in Student Union*

**9/2008- 6/2009**

- Co-organized, with other leaders in the union, the 50th Sports Games of SCAU
- Contacted and developed relations with different enterprises to obtain their supports to hold every sports tournament
- Set up the college basketball league and recruiting members
- Led the ministers from other departments to organize the Shuttlecock Games of SCAU

*Vice Section Chief of Sports Department in Student Union*

**9/2007-6/2006**

- Organized the college sports game to select excellent athletes to represent our college to take part in the 49th Sports Games of South China Agricultural University
- Organized Cup of Life basketball league in College of Life Science
- Planned and conducted the swimming championships in the College of Life Science

## **SKILLS**

MATLAB, MINITAB, Microsoft Word, Excel and PowerPoint