

# FULL NAME

Address, City, State Zip ▪ [emailaddress@mail.com](mailto:emailaddress@mail.com) ▪ ###-###-####

## EDUCATION

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### UNDERGRADUATE SCHOOL

*Bachelor of Degree*

**CITY, STATE**  
MONTH, YEAR

- Honors/Activities:
- GPA: #/4.0
- [High School GPA: #/4.0; SAT: #/2400]
- Honors:
- Relevant Coursework:
- Technical Skills:

## PROFESSIONAL EXPERIENCE

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COMPANY

**CITY, STATE**

**POSITION**

MONTH, YEAR – MONTH, YEAR

*Summary of company industry if not well known; this provides context for job (good starting place is your company's mission statement).*

- Responsibilities.
- Action; impact.
- Action; impact.
- Action; impact.

COMPANY

**CITY, STATE**

**POSITION**

MONTH, YEAR – MONTH, YEAR

- Responsibilities.
- Action; impact.
- Action; impact.

COMPANY

**CITY, STATE**

**POSITION**

MONTH, YEAR – MONTH, YEAR

- Responsibilities.
- Action; impact.
- Action; impact.

## LEADERSHIP & ACTIVITIES

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ORGANIZATION

**CITY, STATE**

**POSITION**

MONTH, YEAR – MONTH, YEAR

*Summary of organization purpose if not well known; this provides context for job (good starting place is organization mission statement).*

- Responsibilities.
- Action; impact.
- Action; impact.

ASSOCIATION

**CITY, STATE**

**POSITION**

MONTH, YEAR – MONTH, YEAR

- Responsibilities.
- Action; impact.

## ADDITIONAL INFORMATION/SKILLS AND INTERESTS (pick one title—these are just examples)

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**Technical Training:** use this area to highlight technical skills you have that are unique

**Languages:** Language (fluent) ▪ Language (conversational)

**Achievements:** Any recognition, awards, honors

**Interests:** Include any interests you have

# SARA SAMPLE

1234 Cadet Drive, Colorado Springs, CO 20061 ▪ [sarah.sample@mail.com](mailto:sarah.sample@mail.com) ▪ 719-531-2006

## EDUCATION

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### UNITED STATES AIR FORCE ACADEMY

COLORADO SPRINGS, CO

*Bachelor of Science, Aeronautical Engineer*

MAY, 2015

- 3.73/4.0 GPA (Major) | 3.67/4.0 GPA (Cumulative)
- Relevant Coursework: Introduction to Finance Theory, Probability & Statistics, Multivariable Calculus, Thermodynamics I & II
- Roslyn Schulte Memorial Scholarship: awarded to rising college junior that demonstrated leadership and social responsibility
- London School of Economics Study Abroad Program (Spring 2014)

### COLORADO ACADEMY

DENVER, CO

MAY, 2011

- 4.4/4.0 GPA | 3.8/4.0 GPA (Un-weighted)
- SAT: 2350/2400
- Class of 2011 President, National Society of Collegiate Scholars, Varsity Volleyball Captain

## EXPERIENCE

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GOLDMAN, SACHS & CO.

NEW YORK, NY

**INVESTMENT BANKING SUMMER ANALYST (INDUSTRIALS GROUP)**

MAY 2013 – AUG 2013

- Advised on \$1.2B sell-side M&A deal, completed buy-side M&A screen, and contributed to 11 total project teams
- Drove financial analysis for sell-side M&A deal, built the levered model projecting operations, financing and returns
- Completed 3 subsequent model iterations and built sensitivities; coded Excel macros to improve client experience
- Communicated with clients, partner banks, Goldman leadership to create investor materials and facilitate deal processes
- Performed M&A screen for \$20B client, designed 7 quantitative screen criteria and ranked 30 potential targets
- Built accretion-dilution mini-combo model with flexible architecture facilitating numerous targets and premium scenarios
- Read equity research and 10-Ks to create profiles, perform sum-of-the-parts valuation, and write growth commentary

AIR FORCE ACADEMY MANAGEMENT DEPARTMENT

COLORADO SPRINGS, CO

**FINANCE RESEARCH ASSISTANT FOR PROFESSOR DR. ANDREW LOWE**

MAY 2012 – MAY 2013

- Analyzed SEC filings to assess target company valuations of strategic buyers compared to those of financial buyers
- Reviewed over 300 takeover auction background, identifying data points to calculate takeover premiums paid
- Systemically organized information using Excel to facilitate data analysis and further research
- Reviewed final paper for previous, relevant topic, and provided content and conceptual improvements

MIKE'S DEPARTMENT STORE

DENVER, CO

**SALES CLERK**

MAY 2011 – AUG 2011

- Advised customers and completed sales
- Increased sales earnings by 20% in the Junior's Department for the period of June to August
- Named "Employee of the Month" by recommendation of customers for friendly and helpful service (July)

## LEADERSHIP & ACTIVITIES

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CADET FOR A DAY, INC.

COLORADO SPRINGS, CO

**FOUNDER/PRESIDENT**

NOV 2011 – PRESENT

- Founded and direct national 501 (c)3 non-profit spanning 3 states bringing diverse elementary students to the United States Air Force Academy for a "cadet for a day" experience; exposes students to engineering and school opportunities
- Built organization structure, lead executive team with special initiatives department; fundraised \$56K for annual budget
- Monitor non-profit compliance, write and deliver grant presentations, and speak publically about organization experiences

## ADDITIONAL INFORMATION

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**Technical Training:** Java, C+, Python, App development

**Languages:** Spanish (fluent), French (conversational)

**Interests:** Volleyball, CrossFit, World Cup