

CAREER BASE CAMP

Day 1: Perfect Your Resume & Cover Letter

Header

BUSINESS SAMPLE RESUME

1234 Street Avenue • Salt Lake City, UT 84100 • (801) 555-3333
emailaddress@utah.edu – [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

- Center your header and provide important contact information
- Be sure to list your name larger than other text
- The same header should be used on all career documents submitted (resume, cover letter, reference list, etc.)
- List your email and phone number, as well as optional listing of address and LinkedIn page URL

Education

EDUCATION

University of Utah, David Eccles School of Business
Bachelor of Science, Finance

Salt Lake City, UT
May 20XX

Honors

- 3.74 GPA, Golden Key International Honour Society
- Business Scholars – program for high achieving students to explore all areas of business through coursework, team projects, and company visits locally, nationally, and internationally
- Honors at Entrance Scholarship – maintained all four years due to high academic performance

Related Coursework

- Honors Valuation – performed valuations, analysis, and made recommendations for acquisition, leveraged buyout, and venture capital investments through group and individual reports
 - Financial Management – financial analysis, capital budgeting, capital structure
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EDUCATION

University of Utah, David Eccles School of Business
Bachelor of Science in Accounting
Master of Accounting (Anticipated)
GPA: 3.75, Accounting GPA: 3.8

Salt Lake City, UT
May 2017
May 2018

Honors

- Dean's List 2014 - 2016
- 2016 Case Competition Participant

- Education section usually should be the first section listed while working on your degree
- Be sure to list the name of your institution, location of institution, degree you have or are working on, and your anticipated graduation date
- Listing honors and related coursework are optional. They can be beneficial when highlighting specific aspects of your education that make you a stronger candidate
- High school education should not be listed after first year in higher education

Experience

EXPERIENCE

Finance Honors Student-Managed Investment Fund

Salt Lake City, UT

Portfolio Manager

August 20XX – Present

- Chosen as 1 of 16 finance students to manage \$160,000 investment fund that has outperformed the S&P 500
- Analyze stocks by utilizing both technical and fundamental security analysis as well as by examining relevant qualitative factors that may potentially affect future earnings
- Recommend securities for purchase, sale, and retention through written reports and oral presentations

R.C. Willey

Salt Lake City, UT

Sales Associate/Department Lead

July 20XX – July 20XX

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue, while raising customer satisfaction
- Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

Foot Locker

Orem, UT & San Francisco, CA

Sales Associate

July 20XX – June 20XX

- Directed 3 employees for redesign project of department layout and increased revenue by 15%

Snowbird Ski Resort

Park City, UT

Sales Representative

September 20XX – January 20XX

- Designed marketing literature and organized distribution efforts that led to record season pass sales

- All experiences should be listed in reverse chronological order
- Each experience should have the name of the company/organization, position you had, location, date, and accomplishments
- Accomplishment statements should start with an action word, talk about what you did/who you worked with, then highlight the benefit

Activities

ACTIVITIES

University of Utah Finance Club – Vice President

September 20XX – Present

- Collaborated with leadership to create student opportunities to connect through annual Finance Conference involving 150 students and 20 alumni presenters

Volunteer Church Representative

July 20XX – July 20XX

- Selected as Assistant to the President and supervised over 120 missionaries for final 6 months; organized and conducted conferences, facilitated training programs and measured progress/results of organization
-

ACTIVITIES

Business Scholars Club

September 20XX – Present

- Attended local company visits and discussions with top professionals of companies to increase understanding of best business practices

Volunteer Church Representative

July 20XX – July 20XX

- Planned, organized, and taught workshops on goal setting, relationship building, and leadership to Brazilian community in both Portuguese and English
- Selected as Assistant to the President and supervised over 120 missionaries for final 6 months; organized and conducted conferences, facilitated training programs and measured progress/results of organization

Future Business Leaders of America, North High Member

July 20XX – May 20XX

- Participated for 4 years, including attending weekly meetings, presenting in local and state case competitions, and competing in national competition each year, achieving 2nd place at nationals for 20XX

- Activities should also be listed in reverse chronological order
- List the group and if you had a position, as well as the dates you were a part of the group
- Develop strong accomplishment statements using the same 3 steps as in experience
- Remember to only list things you feel confident talking about in an interview
- Some will choose to title this section as Volunteer Work, Extracurricular Activities, or various others – use what you feel most confident in

Interests

INTERESTS

- Competitive golfer with 3 handicap and have enjoyed 46 courses throughout North America and Europe
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INTERESTS

- Enjoy traveling to European countries, snowboarding, and practicing Spanish with friends
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ACTIVITIES & INTERESTS

- Business Leaders, Inc. (BLInc) Vice President, Spring 2016 – present
- FIRST Lego League competition pit judge at yearly qualifiers and regional competition, 2012 – present
- Bennion Center Student Leader: coordinate activities of 15 students each semester for Playworks SLC
- Nationally ranked chess player; enjoy playing online and in tournaments nationwide

- An interest section is often listed at the bottom of your resume and gives the employer an insight into what things you enjoy participating in outside of work
- This section can help the employer with small talk in your interview
- List interests that are unique to you, with specific details
- Some will combine this section with activities

Skills

SKILLS

Threat Analysis: Arcsight

Authentication: Vasco, Digipass, Enterprise Authentication

Data Loss Prevention: Symantec DLP, Symantec Endpoint Protection

Data Analytics: R, Tableau, RapidMiner

Network Monitoring: Lancope, Stealthwatch, TrustWave

Web Development: HTML, CSS, Bootstrap, JavaScript

Programming: Java, PHP, MySQL

SKILLS

- List skills you can discuss
- SQL
- Java
- HTML
- Tableau
- Foreign Language

- A skills section can highlight any technical and language skills
- You should avoid listing soft skills like “strong communication skills” – highlight those skills in your accomplishment statements
- This section can be especially helpful for technical jobs where you might want to highlight programs you know how to use
- Be sure to highlight skills you feel confident in and can discuss in a resume
- Avoid listing skills in programs you have little to no experience in

Cover Letters

(use same header from your resume)

Month XX, 20XX

Dear Mr. Jones: (or) To the Hiring Committee:

Opening paragraph:

Catch their attention and include why you are writing. Name the specific position or type of work for which you are applying. Mention how you heard about the job opening. Tell something specific you know about the organization recently.

Middle paragraph(s):

The middle of your cover letter is to let the employer know why you are a strong candidate. Tell the employer three specific qualifications where you match their job description. Emphasize additional skills or abilities you have that relate directly to the job. Keep everything on a positive note.

Closing paragraph:

Thank the employer for their time and consideration. Use an appropriate closing to indicate your interest in being interviewed for the position.

Sincerely,

Your Signature