

Resume Instructions



Brand Name.
Clearly Defined
Section – Education

First Name, Last Name

Address Phone Email

Personal Information



High GPA

EDUCATION

HARVARD UNIVERSITY

Cambridge, MA
2016 - 2019
2014 - 2019

Bachelor of Arts Economics (Expected 2019)

GPA 3.8

SAT 1501 (770 M, 740 R & W) – XXth Percentile Quantitative

High Standardized
Test Scores



Brand Name. Clearly Defined
Sections on Experiences – Work
and Extracurricular and Achievements

EXPERIENCES

MORGAN STANLEY

Intern, Global Wealth Management

New York, NY
Summer 2018
2014 - 2019

- Assembled list of high potential referral partners
- Made 300+ cold calls to potential referral partners to establish relationship with firm
- Performed research on prospective small business clients for purposes of marketing to them

Example of Action-driven
verbs in job experience descriptions

Example of Quantitative Language

BUREAU OF STUDY COUNCIL

Peer Tutor

Cambridge, MA
Oct 2017 - Present
2014 - 2019

- Provided guidance, explain concepts, review homework on coursework in statistics

Example of Action-driven verbs
in job experience descriptions

label Example of a Unique
Achievement that Stand Out

TEACH FOR AMERICA

Elementary/Middle School Corps Member (4th, 5th and 7th grade)

Waianae, HI
2013 - 2015
2014 - 2019

Curriculum Development

- Developed and implemented an innovative standards-based curriculum for 7th grade Chinese that resulted in language growth 1.25 times the high-school equivalent course.
- Composed and implemented an engaging project-based curriculum for newly tested 4th grade math standards. Elected to lead 16-teacher committee to transform school culture through initiatives resulting in 6 new programs.

Example of Action
driven verb

Example of
Quantitative Language

OTHER

Languages: Mandarin Chinese (fluent), French (conversational)

Associate Harvard University Women in Business
Volunteer Massachusetts General Hospital
Developed iPhone and Google app store aps for toddlers that has received 5,000 downloads
Hobbies: Golf, European travel, "Foodie, amateur chef (Italian, Spanish, Thai, Indian, Mexican



Clearly Defined
Sections - Additional Skills



Example of
Quantitative Language