

YOUR NAME

City, State Zip (Optional)

Phone (Required) / first.last.20##@anderson.ucla.edu (Required)

LinkedIn Url/twitter handle (Optional)

EDUCATION

UCLA ANDERSON SCHOOL OF MANAGEMENT

Los Angeles, CA

Master of Financial Engineering

Expected December 2019

- Honors:more..... more..... more.....
- Leadership:more..... more..... more.....
- Membership:more..... more..... more.....
more.....

YOUR UNDERGRADUATE UNIVERSITY

Location

B.A. (or equivalent), Major/Minor, X.XX GPA (if higher than or equal to 3.5, the Anderson average)

Graduation Date

- Honors:more..... more..... more.....
- Leadership:more..... more..... more.....
- Membership:more..... more..... more.....
& other relevant information about your undergraduate education

SKILLS AND CERTIFICATIONS

- Software: R, Python, Java, C/C++...
- Certifications: CFA, Bloomberg, etc

EXPERIENCE

MOST RECENT COMPANY/ORGANIZATION 1

Location(s) of Office

Title A

Dates of Employment

- Supervised a team of..... more.....and executed the 2-month project..... more.....
more.....resulting in new projects from clients worth over \$M
- Re-negotiated contracts with vendors worth over \$MMmore..... more..... which led to XX%
increased profits YOY
- Developed new marketing strategy and implemented..... more increasing market share by XX%...
- Other great things you have done..... more..... more.....

Title B

Dates of Employment

- Established new processesmore..... more..... reducing downtime by XX% more.....
more..... more.....
- Led a team of in designing and executing.....more..... more.....cutting costs by XX%
- Identified... more.....and presented solutions to client’s senior management..... more..... resulting in
additional engagements worth \$XXX,000 over 6 months....

Title C

Dates of Employment

- Analyzed... and presented to senior management... implemented..... more.....resulting in..... more...
which will be implement in fall of 20##....
- Managed team of.....more..... more... increasing revenue by XX% ...more.....
more.....
- Other great things you did during the summer internship.....

NEXT RECENT COMPANY/ORGANIZATION 2

Location(s) of Office

Title

Dates of Employment

- Researched and developed... more..... more.....resulting in first year revenues of \$XXX,000
- Collaborated with..... more..... more..... exceeding goals by XX%
- Created ... more..... more.....increasing productivity by XX%

ADDITIONAL THIS SECTION IS OPTIONAL, BUT RECOMMENDED (especially if it’s interesting)

- Languages: Spanish, Farsi...
- Interests: Other interesting things that would start a conversation or demonstrate your interest in your target industry/function