careerbuilder.com RESUME SAMPLE – COMBINATION 1

JOHN SMITH

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MBA Candidate with solid background in the financial services and banking industries with strong knowledge of strategy consulting.

SUMMARY OF QUALIFICATIONS

- Achieved sales goals and increased client transactions by identifying and cultivating new business relationships resulting in four promotions in less than two years.
- Demonstrated success pinpointing client needs and uncovering potential problem areas through assessment and analysis.
- Articulate and persuasive communicator at ease interacting with clients, team members and management.
- Team-oriented professional eager and willing to lead and work collaboratively with colleagues to successfully achieve goals and expectations.
- Traveled extensively to countries in North America, Europe, Asia and Africa.

EDUCATION AND TRAINING

MASTER OF BUSINESS ADMINISTRATION

Expected December 200X

CONCENTRATIONS: ENTREPRENEURSHIP AND MARKETING MANAGEMENT

GRADUATE SCHOOL OF BUSINESS, UNIVERSITY 3.792 GPA

Chicago, IL

BACHELOR OF ARTS IN ECONOMICS AND BUSINESS

199X

COLLEGE

Chicago, IL

3.4 GPA • Honors Scholarship

SELECTED ACADEMIC PROJECTS

- Developed marketing plan for Children's Villages of Illinois to aid organization in gaining further insights into their business operations through conducting field interviews and meeting with CEO.
- Proposed business plan to launch Healthcare Provider Exchange software system to help combat nursing shortage.
- Participated in technological, operational, and financial case study of Wal-Mart supplier to analyze the benefits and costs of a small business implementing RFID.
- Performed market research analysis of bottled water industry through focus groups and surveys resulting in 11% of United States population discontinuing or decreasing bottled water purchases to support environmental and social programs.

ASSOCIATIONS AND LEADERSHIP

- President, MBA Class, 200X–200X
- Founder/President, Students for Social Action, 200X–200X

PROFESSIONAL EXPERIENCE

PERSONAL FINANCIAL ANALYST FINANANCIAL COMPANY

Month 200X–Month 200X Chicago, IL

Financial Services Company with over 100,000 representatives across North America serving six million clients

- Sold financial services and products including life insurance, mutual funds and 401(k) plans to over 40 individual clients through prospecting, relationship-building and individual and group sales presentations.
- Successfully trained 12 new hires on conducting sales transactions, building client relationships and developing presentation skills.
- Assisted in preparing presentation proposals for small business clients.

BANK EXAMINER BANK

Month 199X–Month 200X Chicago, IL

Regional bank with multiple different branches that served five mid-western states with 1500 employees

- Supervised and regulated over 20 banks and bank holding companies examining financial, operational and technological systems to ensure compliance with federal regulations and laws.
- Recognized for individually uncovering potential violation of bank holding company through routine assessment and analysis initially overlooked by FDIC.
- Selected as Examiner-in-Charge of two member team during first year of training to investigate and gather data on the financial operations of \$30 million bank holding company.

ADDITIONAL EXPERIENCE

• Volunteer Marketing Consultant, Company, Month 200X–Month 200X

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