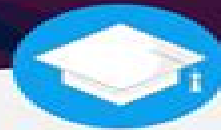


14 Reasons This Is a Perfect Resume for a Recent College Graduate



1. Nicholas uses a professional-looking email.
2. It includes a customized link to his LinkedIn profile.
3. The professional summary isn't full of fluff.
4. Nicholas optimized his resume with relevant keywords.
5. There aren't any mentions of high school.
6. He lists his GPA.
7. Nicholas didn't include his course work.
8. It plays up Nicholas' selling points.
9. Each employer has a company description.
10. Nicholas bulleted the most important information.
11. Action verbs are used to describe his work experience.
12. His extracurricular activities and honors are provided.
13. Nicholas' relevant skills are listed.
14. References are not included.

1

Nicholas Swift
nswift@email.com • 281-555-5555 • linkedin.com/in/nicholasnswift • Houston, TX 77095

2

3

ENTRY-LEVEL FINANCIAL ANALYST
Recent graduate of a top-tier university with experience developing and analyzing cost models, performing quality assurance reviews, and building process solutions to improve forecast accuracy and compliance for internal and external clients. Seeking opportunities to leverage internal audit, compliance, and risk management skills in a collaborative environment. Developed an understanding of the following areas:
Business Processes • Financial Analysis & Reporting • Cost Management • Accounting • **SARBOX/SOX Compliance**
Internal Audit & Finance Controls • Forecasting • Corporate Finance & Consulting • Defense & Space Industry

4

5

EDUCATION
TEXAS A&M UNIVERSITY • College Station, TX (May 2016)
Bachelor of Business Administration (BBA) in Finance, Cum Laude (GPA: 3.52/4.00)

6

7

RELEVANT FINANCE EXPERIENCE
523 MANAGEMENT CONSULTING FIRM • Houston, TX (May-Aug. 2015)
Leading global business consulting and internal audit firm specializing in risk, advisory, and transaction services.
Process Intern: Responsible for defining internal business process issues, compiling information, and analyzing data in order to present solutions to team's clients. Built technical skills in general risk areas and helped clients review, document, evaluate, and test controls.
• Ensured client achieved full compliance with the Sarbanes-Oxley Act by performing a series of required tests.
• Helped optimize client's payroll process by researching and documenting departmental processes for management's review.
ABC DEFENSE & SPACE CO. • Dallas, TX (Jun.-Aug. 2014)
Technology and innovation leader specializing in defense, security, and civil markets throughout the world.
Finance Intern: Collaborated with a team of 10 to manage \$135M financial portfolio for national defense programs. Responsible for analyzing cost models for element of cost reasonableness and provided models to function areas for feedback. Learned various transactions in SAP/SPW to pull contract numbers and necessary data.
• Achieved 96% forecast accuracy by building and maintaining 14 cost curve models by product line that took into account the differences amongst production, spares, logistics, and repair contracts.
• Participated in a Six Sigma project to create a consistent process for issuing Individual Work Authorizations (IWAs).

8

9

HONORS & LEADERSHIP ACTIVITIES
Member • ALPHA KAPPA PSI (AKPsi) • The oldest and largest professional business fraternity.
Member • NATIONAL HONOR SOCIETY

10

11

TECHNICAL SKILLS
Microsoft Office (Word, PowerPoint, advanced Excel) • SAP • Oracle

12

13

ADDITIONAL EXPERIENCE
Server & Bartender • HOUSTON NATIONAL GOLF CLUB • Houston, TX (May-Aug. 2013)
• Boosted revenue and increased tip value by successfully building strong connections with club members and upselling orders.
• Successfully multitasked to serve more than one customer at a time and provide a pleasant dining experience.
• Communicated orders to the kitchen staff and ensured that all orders were accurate and delivered on time.

14

Guide For Recent College Graduates

Liying Dong



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