



Economics Resume Examples

Resume Overview

Your resume is a summary of your education, employment, internship experience, skills, volunteer experience, and research experience. Create an original document on Microsoft Word and avoid using templates.

Employers review resumes in less than one minute, so ensure that your resume focuses on your relevant skills and experiences. The easier you make it for the employer to review, you increase the likelihood that you will receive an interview offer.

Writing Your Resume

Start writing your resume by reviewing examples. Example resumes will give you several ideas for content and formatting for your own resume. Once you create a resume draft, schedule an appointment with the Economics Career Advisor for a resume review. (See [Economics Career Development Office website](#) for information about scheduling an appointment).

William Sewell

WSewell@wisc.edu | 608-555-6789 | 1848 Badger Drive, Madison, WI 53706

Education

University of Wisconsin-Madison

Madison, WI

Bachelor of Science, December 20xx

Major: Economics

Certificate: Computer Science

GPA: 3.3/4.0

Relevant Courses: Money and Banking · The Financial System · Wages and the Labor Market · Econometrics · Financial Reporting I & II (Accounting) · Database Management Systems (Computer Science)

Banking Experience

PNC

Pittsburgh, PA

Corporate and Institutional Banking Intern

May 20xx-August 20xx

- Collaborated with underwriters to develop relationship profitability models and assigned a grade to the liquidity and solvency of each company based on an analysis of their financial statements
- Researched over 100 local companies and developed reports in order to provide a recommendation to relationship managers on the quality of the prospective customer
- Assisted relationship managers in managing current client accounts between \$10 and \$50 million by meeting with the CEO, CFO, or management and creating presentations about the customer's banking history with PNC

Associated Bank

Oshkosh, WI

Customer Service Representative

May-August, 20xx-20xx

- Assisted members with financial transactions, resolve member issues, and match financial services to meet members' needs
- Cross sold and referred bank products and services to specific customers through needs identification to maximize profitable relationship
- Provided excellent customer service by processing transactions accurately and promptly

Leadership and Customer Service Experience

University of Wisconsin-Madison: Research and Sponsored Programs

Madison, WI

Administrative Team Intern

October 20xx-Current

- Provide administrative support for an office that manages up to \$300,000 a day in research revenue
- Process award modifications of Federal and Non-Federal research grants
- Develop strategies with an administrative team for taking inventory of over 50,000 accounts with ongoing contractual agreements

Visitor & Information Programs

Madison, WI

Tour Guide

January 20xx-October 20xx

- Guided up to 4 campus tours per week for groups between 5 and 40 people and engaged audiences in a unique and relevant tour
- Served as a campus ambassador to prospective students, alumni, and other campus visitors

Morgridge Center for Public Service

Madison, WI

Volunteer Coordinator

May 20xx-December 20xx

- Coordinated volunteer opportunities for UW-Madison students to volunteer throughout the community
- Provided leadership and training to volunteers

Badger Volunteer

September 20xx-May 20xx

- Tutored 30+ elementary and middle school students in mathematics and reading

Bucky Badger

Badger@wisc.edu | 608-555-1234 | 1848 Wisconsin Ave, #101, Madison, WI 53706

Education

University of Wisconsin-Madison | Madison, WI

Bachelor of Arts, May 20xx

Double Major: Economics (Mathematical Emphasis), Spanish

GPA: 3.6/4.0

Awards: Economic Academic Excellence Award, Dean's List (5 semesters)

Experience

JPMorgan Chase & Co. | New York, NY

Corporate Finance Analytics- Summer Analyst | May 20xx-August 20xx

- Provided analysis on earnings, dividends and repurchases, capital structure, liquidity and competitors for CFO's financial strategy team
- Constructed models showing firm-wide effects of capital distributions and debt issuances
- Recommended changes to JPM's distributions and capital structure to CFO and Treasurer

Universidad Complutense de Madrid | Madrid, Spain

Study Abroad Participant, September 20xx-June 20xx

- Adapted flexibly to new environment
- Enhanced Spanish language speaking and writing skills

Campus and Community Involvement

UW Equilibrium: Undergraduate Journal of Economics | UW-Madison

Writer | August 20xx-Present

- Wrote journal articles based on undergraduate and graduate student economics-related research by vetting the original research papers
- Developed excellent written and verbal communication skills by interviewing prominent economics alumni and faculty about their work and research

United Way of Wisconsin | Madison, WI

Volunteer | September 20xx-Present

- Strengthened Spanish language proficiency by speaking with native Spanish speakers
- Tutored students in local elementary and middle schools in math and reading

Economics Student Association | UW-Madison

Board Member | September 20xx-Present

- Networked with economics alumni from a variety of industries including financial services, banking, investing, and consulting

Technical and Language Skills

Technical: Microsoft Office Suite: Excel, Word, PowerPoint, Access · Stata · Adobe InDesign

Language: Spanish (Conversational) · French (Basic)

Ray Search

1848 Wisconsin Avenue • Madison, WI 53704
715-234-8898 • research@wisc.edu

EDUCATION	University of Wisconsin-Madison Madison, WI Bachelor of Science, May 20xx Major: Economics, Certificate: Environmental Studies GPA: 3.89/4.00
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HONORS	Dean's List: 4 semesters Mary Claire Phipps Scholarship
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EXPERIENCE	Wisconsin Center for Education Research (WCER) <i>Junior Economist</i> (January 20xx – Present) Madison, WI <i>Student Hourly</i> (September 20xx – January 20xx) <ul style="list-style-type: none">• Investigate sustainability of Teacher Incentive Fund (TIF) Merit Pay Programs after expiration of grant• Co-write brief and presentation given by WCER Director at annual TIF Conference in Washington, D.C.• Interview 100+ teachers in Chicago and Milwaukee public schools to audit student-teacher linkage data• Collaborate with PhD economists to develop value-added models• Co-write and prepare data analysis and graphics for value-added model technical reports Best Buy <i>Sales Associate</i> (September 20xx – Present) Madison, WI <ul style="list-style-type: none">• Utilize extensive knowledge of products and services to assist customers in product selection to best fit their needs• Manage team of five associates and promote a collaborative environment resulting in a successful team that consistently surpasses monthly sales goals• Resolve customer issues in a prompt manner and proactively work to prevent future issues Greater University Tutoring Services (GUTS), UW-Madison <i>Academic Tutor</i> (September 20xx – May 20xx) Madison, WI <ul style="list-style-type: none">• Explained complex economics concepts to 12 students in a clear manner• Devised time management plans for students to improve their study habits and provide a weekly goal to attain• Successfully aided 8 students in improving course performance
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ACTIVITIES	Student Foundation, UW-Madison <i>Founder</i> (December 20xx – Present) Madison, WI <ul style="list-style-type: none">• Promote culture of giving for a campus of 43,000+ students by showcasing past gifts of senior class and how gifts have helped current students• Established the We Are Wisconsin scholarship and met fundraising goal of \$2,012 for 12 student scholarships two months ahead of schedule• Provide feedback to various campus constituents on ways to improve student experience with the goal of increasing donations in the future• Utilize social media to promote events and “Why I Give” features resulting in a significant increase in followers and engagement with students and alumni• Plan monthly outreach events held at high-traffic campus areas to increase engagement
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SKILLS	STATA, Matlab, Microsoft Excel and Access, Fluent in Spanish and Chinese
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Abby Lincoln

555-123-4567 | Lincoln@wisc.edu
789 Langdon Street, Madison, WI 53706

EDUCATION

University of Wisconsin-Madison

Bachelor of Science, December 20xx

Major: Economics with Mathematical Emphasis

Major GPA: 3.5/4.0, Cumulative GPA: 3.2/4.0

FINANCE EXPERIENCE

US Bank, Minneapolis, MN

Investments Intern, May 20xx – August 20xx

- Performed qualitative and quantitative analysis on long and short equity mutual funds for the Investments team
- Collaborated with upper management to determine which funds gained approval for the bank's investment platform
- Conducted investments research for the Global Work Group, a collaboration of money managers and investment analysts that publishes research on foreign investments
- Built an advanced Excel tool used for the processing, analysis, and presentation of large pools of returns and performance data (The tool is currently utilized by portfolio managers to assess asset allocations.)

CUSTOMER SERVICE EXPERIENCE

Maple Bluff Country Club, Madison, WI

Golf Shop Assistant, May – August 20xx, 20xx

- Manage the operations of a golf course with up to 250 guests per day
- Generate updates for golf course's marketing database to enhance marketing strategies
- Facilitate cash and credit card transactions totaling up to \$15,000 per day utilizing the golf shop's payment processing software

Southeast Recreational Facility (SERF), Madison, WI

Student Worker, September 20xx-May 20xx

- Accurately compiled data on member usage that was utilized to create more effective hours and user features
- Enhanced verbal communication skills by interacting with members, colleagues, vendors, and managers

ACTIVITIES AND COMMUNITY SERVICE

Habitat for Humanity, Volunteer, Madison, WI, September 20xx-Current

- Strengthened teamwork skills while building homes for low income families

Fantasy Sports and Finance Club, Member, Madison WI, September 20xx-Current

- Plan a networking trip for 30 students to 8 Fortune 500 companies in Minneapolis
- Discuss the status of different stocks and the state of the economy

Michelle Observatory

1180 Orchard Street, # 777, Madison, WI 53706
observatory@wisc.edu | 608-777-9876

EDUCATION

University of Wisconsin-Madison Madison, WI
Bachelor of Science, May 20xx
Double Major: Economics and English
GPA: 3.72/4.0
Dean's List (6 semesters)

EXPERIENCE

University of Wisconsin-Madison College of Letters and Science Madison, WI
Communications Specialist January 20xx-Present

- Collaborate with communications team to develop a consistent brand image for the college
- Research best practices for effective consumer engagement strategies for the college
- Facilitate interaction between alumni and students via social media channels including YouTube, Twitter, Facebook, and LinkedIn

Alliant Energy Center Madison, WI
Marketing and Public Relations Assistant May 20xx-December 20xx

- Communicated directly with media to promote venue and events with over 10,000 attendees
- Researched and developed individualized marketing plans for 20+ events
- Strengthened company website by solving user problems and developing a new layout
- Managed all social media outlets to build relationships with diverse clientele
- Conducted social media audits and analyze SEO reports and Google Analytics
- Wrote content for monthly newsletter with circulation of 5,000+

Clear Channel Radio Station Madison, WI
Promotions Intern May 20xx-August 20xx

- Provided customer relations to radio listeners during 3+ weekly promotional events
- Wrote weekly proposals and contract agreements for record labels

The Badger Herald Inc. Madison, WI
Page Designer September 20xx-May 20xx

- Designed website layout and newspaper pages daily using Adobe Systems
- Worked on a team to review and optimize website and newspaper layout for audience

Staff Writer January 20xx-May 20xx

- Wrote weekly articles for newspaper with daily circulation of over 15,000
- Enhanced written communication skills and attention to detail by writing over 40 articles

ACTIVITIES & AWARDS

- Media Director in Capstone Competition Course, January 20xx-Present
- Associated Women in Communications, September 20xx-Present
- Aaron Mace Scholarship for Professional and Academic Achievement, May 20xx
- Department of Economics Academic Excellence, April 20xx

Bea A. Badger

1234 University Avenue, #24, Madison, WI 53706
babadger@wisc.edu 608.555.2888

EDUCATION

University of Wisconsin – Madison Madison, WI

Bachelor of Science, May 20xx

Major: Economics with Mathematical Emphasis

Major GPA: 3.6/4.0 Cumulative GPA: 3.3/4.0

Vienna School of Business and Economics Vienna, Austria

Study Abroad Program, February-July 20xx

RELEVANT COURSEWORK

- Introductory Econometrics
- Money and Banking
- Statistics
- Wages and Labor Markets
- Game Theory and Economic Analysis
- Calculus

RELATED EXPERIENCE

Sears Holding Company (SHC) Hoffman Estates, IL

Talent & Human Capital Services Intern

May 20xx-Present

- Designed a certification process entailing a study guide and a test for SHC's merchant population (P&L testing) and CFO population (Retail Math testing)
- Assisted Chief of Staff and Senior Leadership Program (SLP) Manager in creating a structured placement process for program participants
- Analyzed the SLP interview process, identified gaps, and provided recommendations on improving the process (Recommendations will be implemented for Fall 2011 recruiting season)
- Planned weekly meetings to engage 15+ interns with senior leadership and discuss issues

University of Wisconsin-Madison: Visitor & Information Programs Madison, WI

Information Guide Supervisor

August 20xx-Present

- Listen to and analyze client needs, and communicate solutions in person, by phone, and via e-mail with 270,000+ clients annually
- Coordinate with over fifty University offices and local businesses to update and improve brochure diversity and quality at the Campus Information Center and Welcome Center
- Set and achieved quantitative goals pertaining to personal work performance and overall department achievement every semester

ACTIVITIES

AIESEC-Madison Madison, WI

Finance Committee Chair

August 20xx- Present

Finance Team Member/ Fundraising Committee

August 20xx - August 20xx

- Analyzed past financial transactions and budgeted an AIESEC retreat for 100 people
- Financed and designed fundraising material for local community members to assist with campaigns
- Researched and wrote a successful grant proposal, which resulted in three grants totaling \$2,500 to fund a student trip

SKILLS

- STATA, MATLAB, Microsoft Access and Excel
- Fluent in French and conversational in Spanish