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# Resume For Internship No Experience

## Jane Doe

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## OBJECTIVE

Motivated and eager-to-learn Finance student seeking an internship position at XYZ Financial Inc. to gain hands-on experience, contribute to team projects, and develop industry-related skills. I aim to apply my academic knowledge, strong work ethic, and enthusiasm to grow in a professional environment.

## EDUCATION

**State University** – Springfield, IL

Bachelor of Finance | Expected Graduation: May 2025

- Relevant coursework: Introduction to Corporate Finance, Microeconomics, Statistical Analysis
- GPA: 3.5

## SKILLS

- **Technical Skills:** Proficient in Microsoft Office Suite, basic knowledge of SQL
- **Communication Skills:** Strong written and verbal communication
- **Teamwork & Collaboration:** Ability to work in group settings and contribute effectively
- **Problem-solving Skills:** Analytical thinking and a proactive approach to challenges
- **Adaptability:** Quick to learn and adapt to new environments and tasks

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## PROJECTS / ACADEMIC ACHIEVEMENTS

### Market Analysis Project – Introduction to Corporate Finance

March 2024

- Researched and analyzed market trends for a case study project, collaborating with a team of four to present findings that resulted in a top grade.

### Volunteer Tax Preparer – VITA Program

- Assisted low-income families with tax preparation, gaining firsthand experience in tax software and client communication.

## EXTRACURRICULAR ACTIVITIES

### Finance Club – Member

September 2023 – Present

- Participated in weekly meetings to discuss current financial markets and developed a monthly newsletter focusing on market trends.

### University Soccer Team

- Demonstrated teamwork and strategic thinking while competing in collegiate level soccer matches.

## VOLUNTEER EXPERIENCE

### Springfield Community Center – Volunteer

June 2023 – Present

- Volunteered at the community center, organizing events and workshops for local youth, enhancing organizational and communication skills.

## CERTIFICATIONS (optional)

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- Certified Microsoft Office Specialist – May 2024

**INTERESTS (optional)**

- Amateur photography, coding in Python, blogging about financial literacy