**Virginia Frese**

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**EDUCATION**

**Queens College of The City University of New York,** Flushing, NY

**Bachelor of Arts in Economics**  Expected: Month Year

* GPA: X.X (Add if 3.0 and above)
* Work(ed) XX hours per week while attending school full-time (Add if you work 20+ hours)
* Honors/Awards List each one with Date

**RELEVANT COURSEWORK (if no relevant experience)**

### Econometrics Price Theory Economics of Organized Labor

Money & Banking Macro-Economic Analysis Statistics as Applied to Economics and Business

**CLASS PROJECT(S) (if no relevant experience)**

**Name of Class** Semester Year

* **STEP 1:** Explain the goal of the project and the role you played or who you worked with
* **STEP 2:** Highlight specific software you used and the actions you took
* **STEP 3:** Outline the results/accomplishments (may include project outcomes, competitions)

**EXPERIENCE**

**Company Name,** City, State

***Position Title (most recent title with company)*** Month Year – Present

* Highlight accomplishments in this space. (e.g. Developed, created, or invented something, or trained 10 employees)
* Start your sentence with an [action verb](https://docs.google.com/document/d/1CItsQTcCjjdzRhVUGX7qQ6L2lt6av4pjeKoLOuo2Tig/edit?usp=sharing), not a passive one, to show what you have accomplished
* Quantify results as much as possible (e.g. Generate $55,000 in sales commission by collaborating on 25+ residential rental and sales transactions OR Attracted 70+ applicants through job boards, LinkedIn, and attending campus recruiting events)
* Use keywords from job description that will catch recruiter's attention ([www.Jobhero.com](http://www.jobhero.com) or [www.ONETOnline.org](http://www.onetonline.org))

**Company Name,** City, State

***Position Title*** Month Year – Month Year

* Emphasize accomplishments that are relevant to the job you want (Promoted to manager for...)
* Be specific-omit unnecessary words and sentences. Delete pronouns ("I," "me," "my," “he,” “she,” “them,” “they”)
* Verbs in past-tense if you are not working at job

**LEADERSHIP EXPERIENCE** *(click on the links to join – Do not list the links on the resume)*

**QC Economics and Business Club, *Member*** *(*[*https://linktr.ee/qceconandbus*](https://linktr.ee/qceconandbus)*)*Month Year – Present

**ALPFA QC Chapter, *Member*** Month Year – Present

*(*[*https://www.alpfa.org/page/student-membership*](https://www.alpfa.org/page/student-membership)*) & (*[*https://bit.ly/ALPFAgroupchat*](https://bit.ly/ALPFAgroupchat)*)*

**QC Consulting Club, *Member*** [*(https://tinyurl.com/QCConsultingClub)*](file:///C:\Users\swithanachchi\Downloads\(https:\tinyurl.com\QCConsultingClub))Month Year – Present

**QC Blockchain Club, *Member*** Month Year – Present

**QC Finance Club**, ***Member*** *(*[*https://bit.ly/QCFinanceClub*](https://bit.ly/QCFinanceClub)*)* Month Year – Present

**QC Stock Exchange Club** Month Year – Present

**QC Asset Management Network**  Month Year – Present

**VOLUNTEER EXPERIENCE**

**Organization Name,** City, State

***Position Title*** Month Year – Month Year

* Highlight accomplishments in this space
* Start your sentence with an action verb, not a passive one

**SKILLS**

**Computer:** software that are relevant to desired position(s)

**Languages:** **DO NOT LIST English,** (Basic, Intermediate, Conversant, Fluent)

**Interests**: (If you’d like to include, not mandatory – anything outside of school and work)