



WAYNE STATE UNIVERSITY
MIKE ILITCH
SCHOOL OF BUSINESS

Career Services

SAMPLE
EMPLOYMENT PACKET
for FINANCE STUDENTS

SAMPLE EMPLOYMENT PACKET FOR FINANCE STUDENTS



Welcome to your Student Employment Packet, Warriors!

This packet is designed to help you prepare for and successfully apply to internships, full-time/part-time positions or other student employment opportunities. Inside this packet, you will find the following essential documents:

A Cover Letter Sample

A customizable cover letter template to help you professionally introduce yourself to employers and express your interest in a position based on the job you are applying to.

Internship Resume Sample

This template is ideal for students seeking internships. It focuses on showcasing academic achievements, relevant coursework, core competencies and any hands-on experience, whether from projects, part-time jobs, or volunteer work. Use this template to demonstrate your potential and eagerness to gain practical experience.

Entry-Level Resume Sample

Perfect for recent graduates or students entering the workforce. This template emphasizes your degree, relevant job or volunteer experiences, core competencies and transferable skills. It highlights your readiness to take on a professional role by focusing on your education and accomplishments.

A Graduate Resume Sample

Ideal for students returning to school to either grow within their current industry or pivot to a new one. This template balances professional experience with academic accomplishments, helping you demonstrate your readiness for advanced studies while positioning yourself for career growth or a successful transition to a new field.

A Reference Page

A reference page template where you can list individuals who can vouch for your qualifications and work ethic. Make sure to ask permission before including their contact details. Check the companies' website before you apply to see if they accept references. Keep in mind, some companies do not.

This packet is a valuable tool for any college student seeking to apply for internships, jobs, or other opportunities. Feel free to modify and personalize the documents as needed to match your unique qualifications and experience.

Best of luck with your internship/job search!



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First and Last Name | City, State Zip Code | Email | Phone Number

Date

Employer's Name
Employer's Address
City, State Zip Code

Dear Hiring Manager,

I am excited to apply for the entry-level Finance Analyst position at Ford Motor Company, as advertised. Currently, I am pursuing a Bachelor of Science in Business Administration, majoring in Finance, at Wayne State University, Mike Ilitch School of Business. Throughout my academic journey, I have developed a strong foundation in financial analysis, and I am eager to apply my skills and passion for the financial markets to contribute meaningfully to your team. I am confident that my analytical abilities and dedication to excellence will allow me to effectively handle the responsibilities of this role and add value to Ford's finance team.

I possess a robust skill set that aligns well with the requirements of the Finance Analyst position. I have honed my ability to analyze financial data with precision, ensuring accuracy and insight in all financial assessments. My understanding of financial modeling and forecasting allows me to interpret complex financial scenarios, helping to drive strategic decision-making. Additionally, I have hands-on experience with cost-benefit analysis, time-adjusted rate of return (TARR) analyses, and budget management, which has equipped me to evaluate financial records and statements effectively and contribute to informed financial planning. I am also proficient in Microsoft Office, including Excel, Access, and PowerPoint, which enables me to organize and present data in a clear and accessible manner.

Beyond my technical skills, I bring practical experience in leadership and teamwork. As the Treasurer for the Wayne State University Financial Management Association (FMA), I successfully organized and executed several fundraising events that raised over \$7,000 for club initiatives. This experience strengthened my ability to collaborate with diverse teams and manage financial responsibilities in a dynamic environment, skills that will be beneficial in a corporate setting like Ford Motor Company.

I am confident that my technical expertise, combined with my strong interpersonal and organizational skills, will allow me to make meaningful contributions to Ford's financial team. I appreciate your consideration of my application and look forward to the opportunity to further discuss how my qualifications align with the goals of Ford Motor Company.

Sincerely,

Your First and Last Name

Ilitch School Career Services
2771 Woodward Ave., Suite 299 Detroit, MI 48201
313-577-4781 | ilitchbusiness@wayne.edu

SAMPLE EMPLOYMENT COVER LETTER FOR FINANCE STUDENTS



WAYNE STATE UNIVERSITY
MIKE ILITCH
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First and Last Name | City, State Zip Code | Email | Phone Number

EDUCATION:

Wayne State University, Mike Ilitch School of Business - Detroit, MI

Bachelor of Science in Business Administration | May 20XX

Major: Finance | GPA: 3.5/4.0

Relevant Coursework: Business Finance, Business Law, Economics, Quantitative Methods Statistics

Awards: Mike Ilitch School of Business 25 Under 25 Recipient | 1st Place recipient of the Fall'23 Elevator Pitch Competition

SKILLS & CORE COMPETENCIES:

Skills—Proficient in Microsoft Office (Excel, Word, & PowerPoint), Power BI and Python

Communication—Effectively exchange information and perspectives while actively listening, promoting positive interactions

Teamwork—Build collaborative relationships with colleagues and customers to accomplish department goals

Critical Thinking—Innovative thinker who analyzes issues, makes sound decisions, and troubleshoots problems effectively

EXPERIENCE:

Intern Role, Name of Company or Organization – City, State | May 20XX – August 20XX

- Discuss your responsibilities and accomplishments achieved as they relate to the job duties for the role in which you are applying for
- Action-oriented + paraphrased statements (use your current job posting/experience to guide you)
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent job listed first)
- Write each bullet point in third person (no personal pronouns or possessives – all current jobs should be written in present tense and all past jobs should be written in past tense)

Finance Intern, TechTown Detroit – Detroit, MI | January 20XX – Present

- Assisted in the preparation of financial statements and budgets for corporate clients
- Performed financial analysis and identified cost-saving opportunities, resulting in a 10% reduction in operational expenses for a key client
- Supported senior analysts in creating financial models to forecast revenue and expenses
- Conducted market research and helped develop investment recommendations for portfolio management
- Collaborated with cross-functional teams to improve internal reporting processes

ADDITIONAL ACTIVITIES:

WSU MISB Financial Management Association, Treasurer | September 20XX – Present

- Managed a budget of \$10,000 for club events, fundraisers, and professional development activities
- Coordinated with club leadership to create financial reports for annual meetings and audits
- Implemented new budgeting strategies, resulting in a 15% increase in event funding
- Organized networking events with professionals in finance and investment banking

SAMPLE EMPLOYMENT INTERNSHIP RESUME FOR FINANCE STUDENTS



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First and Last Name | City, State Zip Code | Email | Phone Number

PROFESSIONAL SUMMARY:

Motivated and goal-oriented recent graduate with a strong foundation in financial planning, business development, and client relationship building. Eager to leverage skills and passion for helping people in a dynamic and rewarding role as a Financial Advisor at Northwestern Mutual. Looking to contribute to clients' financial success while achieving personal and professional growth.

EDUCATION:

Wayne State University, Mike Ilitch School of Business - Detroit, MI

Bachelor of Science in Business Administration May 20XX

Major: Finance | GPA: 3.45/4.0

Relevant Coursework: Personal Finance, Business Finance, Marketing and Sales, Investment Analysis

SKILLS & CORE COMPETENCIES:

Client Relationship Management: Building trust, understanding client needs, and offering personalized solutions

Financial Planning: Budgeting, goal setting, financial strategies

Communication: Excellent verbal and written communication skills; able to present complex financial information in a clear, understandable manner

Sales and Negotiation: Ability to close sales, influence decisions, and achieve goals

Time Management: Managing multiple tasks while maintaining attention to detail and deadlines

Technical Skills: Microsoft Office Suite (Excel, PowerPoint, Word), CRM software (Salesforce), LinkedIn, Google Workspace

EXPERIENCE:

Sales Intern, XYZ Corporations – Detroit, MI May 20XX – August 20XX

- Worked alongside senior sales team to identify and target potential clients in the financial services industry
- Helped with lead generation and cold calling, resulting in a 15% increase in client meetings for the team
- Gained exposure to customer relationship management, closing techniques, and financial products
- Assisted in conducting market research and preparing presentations for potential clients

Part-time Retail Associate, ABC Retailers – Detroit, MI January 20XX – December 20XX

- Delivered exceptional customer service and built rapport with clients, helping meet their needs and offering relevant solutions
- Assisted with inventory management and pricing strategy, contributing to an increase in store sales by 10%
- Developed strong communication, problem-solving, and interpersonal skills in a high-paced environment

CERTIFICATIONS & ACHIEVEMENTS:

- Bloomberg Market Concepts (BMC) – Completed August 20XX
- Financial Planning Fundamentals (Coursera) – Completed May 20XX
- Dean's List – 20XX, 20XX
- Volunteer, Financial Literacy Program – Assisted in providing financial education to underprivileged communities, 20XX

SAMPLE EMPLOYMENT ENTRY-LEVEL RESUME FOR FINANCE STUDENTS



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First and Last Name | City, State Zip Code | Email | Phone Number

PROFESSIONAL SUMMARY:

Ambitious and results-driven finance professional with a strong background in financial analysis, strategic planning, and business operations. Bringing over 3 years of experience in management consulting and financial modeling, aiming to leverage my analytical skills and problem-solving abilities to contribute to DTE Energy's Corporate Strategy team. Passionate about driving operational improvements, managing major capital investments, and helping the company navigate the evolving energy landscape.

CERTIFICATION:

Excel for Financial Modeling Certification – Completed December 20XX

SKILLS & CORE COMPETENCIES:

Financial Analysis & Modeling: Advanced proficiency in Excel, financial forecasting, capital investment analysis

Strategic Planning & Business Development: Market analysis, competitive benchmarking, strategic M&A support

Problem-Solving & Critical Thinking: Strong analytical skills, ability to assess complex business challenges and provide actionable solutions

Communication: Excellent written and oral communication skills, including the ability to present complex ideas to senior executives

Project Management & Leadership: Ability to lead projects, meet tight deadlines, and drive cross-functional collaboration

Tools & Technologies: Microsoft Excel, PowerPoint, SQL, Tableau, Power BI, SAP

Industry Knowledge: Exposure to the energy sector, market trends, and regulatory environment

EXPERIENCE:

Corporate Strategy Analyst, XYZ Consulting Firm, [City, State] June 20XX – Present

- Analyze and model the financial implications of new technologies, such as distributed energy resources, and their potential impact on clients' operations and market positioning
- Conduct cost benchmarking and productivity analysis to recommend improvements in clients' operational processes and financial performance
- Collaborate with senior leadership to prepare annual strategic plans, highlighting industry trends, risks, and growth opportunities
- Deliver presentations and reports to senior executives, providing clear insights and strategic recommendations based on data analysis and market research

Investment Banking Intern, ABC Investment Bank, [City, State] June 20XX – August 20XX

- Assisted in conducting financial analysis, valuation modeling, and market research for potential mergers and acquisitions in the energy sector
- Developed and presented financial models to support the client's decision-making process during capital investment discussions
- Worked alongside senior bankers to prepare materials for board meetings and client presentations, ensuring alignment with business goals

EDUCATION:

Wayne State University, Mike Ilitch School of Business, Detroit, MI December 20XX

Bachelor of Science in Business Administration

Major: Finance



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First and Last Name | City, State Zip Code | Email | Phone Number

JOB REFERENCES

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

First and Last Name | Job Title

Name of Company or Organization

Address

Phone Number

Email Address

A brief description of who this reference is

SAMPLE EMPLOYMENT JOB REFERENCE PAGE FOR FINANCE STUDENTS