

# Toolkit: Economics

## Resume Sample

### LU Rambler Name

Chicago, IL | [lurambler@luc.edu](mailto:lurambler@luc.edu) | 312-555-5555 | [linkedin.com/lurambler](https://www.linkedin.com/lurambler)

Thoughtful and analytical economics major. Capable of quickly identifying themes and connections in large datasets. Highly skilled at research, analysis, writing, and project management. Committed to a high standard of excellence and to delivering exceptional results in the classroom and in the workplace.

### CORE COMPETENCIES & SKILLS

Research | Data Analysis | Project Management | Data Visualization | Communication Skills  
Problem Solving | Team Collaboration | Microsoft Excel (Pivot Tables & VLOOKUP) | Google Workspace

### EDUCATION

Loyola University Chicago, Quinlan School of Business  
Bachelor of Business Administration, Economics  
Recipient of Dean's Scholarship

Expected Graduation: May 2024  
GPA: 3.5/4.0

Relevant Coursework: Micro and Macro Economics, Business Information Systems, Principles of Economics

### WORK EXPERIENCE

#### Data Analyst Intern – XYZ Corporation, Chicago, IL

June 2022 – August 2022

- Coded customer feedback to create qualitative and quantitative reports analyzing customer engagement across a variety of categories
- Summarized themes and actionable strategies for review by senior leaders
- Assisted team members with data visualization projects designed to provide an enhanced understanding of emerging market opportunities
- Provided excellent customer service to over 30 customers each week and professionally represented the company in all communications including email, phone and in-person

#### Stockperson – Home Improvement Retailer, Chicago, IL

June 2021 – May 2022

- Monitored stock on shelves and restocked merchandise to ensure availability for retail customers
- Organized items and endcaps to provide customers with a pleasant and orderly shopping experience
- Updated all stock information in computer system to maintain accurate inventory online

### EXTRACURRICULAR ACTIVITIES

Member – American Economics Forum

October 2021 – Present

## Pro Tips

- Best Fonts: Georgia, Garamond, Ariel, Helvetica, Calibri
- Your physical address is no longer needed, city and state are sufficient
- Avoid using first person pronouns
- Send as a PDF unless requested in another format saved "Your Name - Resume - Month Year"
- One page is considered appropriate college students and recent graduates



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## Sample Interview Questions

- Tell me about yourself.
- Why are you interested in working for our company?
- Show how your top 3 strengths align with this work.
- Tell me a time where you did not meet a deadline. How did you resolve the situation?
- Please share a time when you had to make a difficult decision. How did you analyze the problem and what was the outcome?
- Please share a time when you had a conflict with a supervisor or peer. Take us through the scenario and how did you resolve the situation?
- Take me through your resume.
- What are your three key strengths?
- Share a time when you demonstrated leadership. How did you add value to those around you?
- Why do you want to work at our company? Why study economics?
- How do you see your background of economics supporting the day-to-day business needs of our company?
- Tell us how you analyze current events? Why do you think current events matter for business?
- Please share about your experience with diversity, equity and inclusion as well as your commitment to anti-racism efforts in a team setting.
- Please share a time when you had to analyze a set of data and provide useful themes or outcomes.
- How do you think data relates to strategic decision making? Can you share a time when you had to make a data informed decision.
- Create a SQL query that retrieves particular information from a database.
- Here are a list of names and personal info in a dataset. You have ten minutes to create something interesting that will show us your analytic skills.
- Please share about any research experience you had while in college? What did you learn about conducting research from that experience?
- How can data visualization improve decision making? What type of data visualization tools have you used?

## Professional Associations and Resources

- World Economics Forum
- American Economic Association
- African Finance and Economics Association
- American Real Estate and Urban Economics Association
- American Committee on Asian Economic Studies
- American Agriculture Association
- Midwest Economics Association
- Southern Economics Association
- Association of Environmental and Resource Economists
- National Association of Business Economists
- Progressive Economics Forum
- Vietnamese Economics Network
- Western Economic Association International
- Association for University Business and Economic Research
- Business and Economics Society International
- Loyola Economics Forum

## Skills

- Primary and Secondary Research
- Case and Statistical Analysis
- MS Excel (including Pivot Tables, Scenario Manager, Goal Seek, Solver, and Financial Functions)
- Data Analysis Tools such as Sas, STATA, R, SQL
- Project Management
- Data Management, CRM, CMS
- Client Communication
- Financial and Quantitative Analysis
- Visualization Tools (Tableau)
- Microsoft Access (including Queries, Forms, Reports, and Macros)

