

### THREE COLUMN FUNCTIONAL FORMAT

The header is a three-column table.

The main contents are in a three-column table.

| James B. Madison  |  |                          |
|---|--|--------------------------|
| <i>Current address</i>                                    | 540.433.1234<br>Madison@jmu.edu  | <i>Permanent address</i> |
| 123 Main Street, Apt. 101<br>Harrisonburg, Virginia 22807 |  |                          |
| 123 Home Street<br>Hometown, Virginia 23456               |  |                          |
| <b>EDUCATION</b>  | Bachelor of Business Administration<br>James Madison University<br>Major: Finance<br>GPA: 3.25<br>Anticipated graduation: May 2010   |                          |
| <b>EMPLOYMENT</b>   | <b>Bagger, Martin's</b> 8/2009 – Present<br>Harrisonburg, Virginia   |                          |
|   | <b>Intern, Private Equity Management LLC</b> 5/2009 – 8/2009<br>Reston, Virginia <ul style="list-style-type: none"> <li>▪ Created spreadsheets and presentations pertaining to year-end close out.</li> <li>▪ Shadowed two portfolio managers on the trading desk.</li> <li>▪ Attended training on economic value management.</li> </ul> |                          |
|   | <b>Waiter, GreasySpoon Restaurant</b> 8/2007 – 5/2009<br>Harrisonburg, Virginia  |                          |
| <b>ACTIVITIES AND HONORS</b>                              | <ul style="list-style-type: none"> <li>▪ Member, Financial Management Association 8/2008 – Present</li> <li>▪ Member and portfolio manager, Madison Investment Fund 8/2007 – Present</li> <li>▪ Treasurer, Alpha Beta Club 8/2008 – 5/2009</li> <li>▪ Member, JMU Photography Club 8/2007 – 4/2009</li> </ul>                            |                          |
| <b>SKILLS</b>   | <ul style="list-style-type: none"> <li>▪ Microsoft Office</li> <li>▪ Crystal Ball</li> <li>▪ Wharton Research Data Services</li> <li>▪ Center for Research in Security Prices database</li> <li>▪ Fluent in Korean</li> </ul>  |                          |
|   | <i>References available upon request</i>   |                          |

### THREE COLUMN FUNCTIONAL FORMAT, WITH TWO-COLUMN HEADER

The header is a two-column table.

The main contents are in a three-column table.

| James B. Madison  |  |
|---|--|
| <i>Current address</i>                                    | <i>Permanent address</i>   |
| 123 Main Street, Apt. 101<br>Harrisonburg, Virginia 22807 |  |
| 123 Home Street<br>Hometown, Virginia 23456               |  |
| 540-433-1234<br>madison@jmu.edu                           |  |
| <b>EDUCATION</b>  | <b>Bachelor of Business Administration, James Madison University</b><br>Major: Finance<br>GPA: 3.25<br>Anticipated graduation: May 2010  |
| <b>EMPLOYMENT</b>   | <b>Bagger, Martin's</b> 8/2009 – Present<br>Harrisonburg, Virginia   |
|   | <b>Intern, Private Equity Management LLC</b> 5/2009 – 8/2009<br>Reston, Virginia <ul style="list-style-type: none"> <li>▪ Created spreadsheets and presentations pertaining to year-end close out.</li> <li>▪ Shadowed two portfolio managers on the trading desk.</li> <li>▪ Attended training on economic value management.</li> </ul> |
|   | <b>Waiter, GreasySpoon Restaurant</b> 8/2007 – 5/2009<br>Harrisonburg, Virginia  |
| <b>ACTIVITIES &amp; HONORS</b>                            | Member, Financial Management Association 8/2008 – Present<br>Member and portfolio manager, Madison Investment Fund 8/2007 – Present<br>Treasurer, Alpha Beta Club 8/2008 – 5/2009<br>Member, JMU Photography Club 8/2007 – 4/2009  |
| <b>SKILLS</b>   | <ul style="list-style-type: none"> <li>▪ Microsoft Office</li> <li>▪ Crystal Ball</li> <li>▪ Wharton Research Data Services</li> <li>▪ Center for Research in Security Prices database</li> <li>▪ Fluent in Korean</li> </ul>  |
|   | <i>References available upon request</i>   |

## TWO-COLUMN FUNCTIONAL FORMAT

- Header is a single column.
- Main body is a two-column table.

**James B. Madison**  
 123 Main Street, Apt. 101  
 Harrisonburg, Virginia 22807  
 (540) 433-1234  
 madison@jmu.edu

---

|                              |   |
|------------------------------|---|
| <b>EDUCATION</b>             | <p><b>Bachelor of Business Administration</b><br/> <b>James Madison University</b><br/>                 Major: Finance<br/>                 Minor: Economics<br/>                 Anticipated graduation: May 2010<br/>                 GPA: 3.25</p> <p><b>Associate of Arts</b><br/> <b>Piedmont Community College</b>, 2008</p>  |
| <b>EMPLOYMENT</b>            | <p><b>Bagger, Martin's</b>, August 2009 - Present<br/>                 Harrisonburg, Virginia</p> <p><b>Intern, Private Equity Management LLC</b>, May, 2009 – August 2009<br/>                 Reston, Virginia</p> <ul style="list-style-type: none"> <li>• Created spreadsheets and presentations pertaining to year-end close out.</li> <li>• Shadowed two portfolio managers on the trading desk.</li> <li>• Attended training on economic value management.</li> </ul> <p><b>Waiter, GreasySpoon Restaurant</b>, August 2007-May 2009<br/>                 Harrisonburg, Virginia</p> |
| <b>ACTIVITIES AND HONORS</b> | <ul style="list-style-type: none"> <li>• Member, Financial Management Association, 2008-Present</li> <li>• Member and portfolio manager, Madison Investment Fund, 2008 - Present</li> <li>• Treasurer, Alpha Beta Club, 2008-2009</li> <li>• Member, JMU Photography Club, 2007-2009</li> </ul>   |
| <b>SKILLS</b>                | <ul style="list-style-type: none"> <li>• Microsoft Office</li> <li>• Crystal Ball</li> <li>• Wharton Research Data Services</li> <li>• Center for Research in Security Prices database</li> <li>• Fluent in Korean</li> </ul>   |

*References available upon request*

## SECTIONAL FORMAT

- Header is a three-column table.
- Main contents are in a single column table, with rows for each heading and segment

**James B. Madison**

|   |                                 |   |
|---|---------------------------------|---|
| <i>Current address</i><br>123 Main Street, Apt. 101<br>Harrisonburg, Virginia 22807 | 540.433.1234<br>Madison@jmu.edu | <i>Permanent address</i><br>123 Home Street<br>Hometown, Virginia 23456 |
|---|---------------------------------|---|

---

**Education**

---

**Bachelor of Business Administration, James Madison University**  
 Major: Finance  
 GPA: 3.25  
 Anticipated graduation: May 2010

---

**Employment**

---

**Bagger, Martin's**  
 Harrisonburg, Virginia | August, 2009 – Present

**Intern, Private Equity Management LLC**  
 Reston, Virginia | May, 2009 – August /2009

- Created spreadsheets and presentations pertaining to year-end close out.
- Shadowed two portfolio managers on the trading desk.
- Attended training on economic value management.

**Waiter, GreasySpoon Restaurant**  
 Harrisonburg, Virginia | August 2007-May 2009

---

**Activities and Honors**

---

Member, Financial Management Association | 2008-Present  
 Member and portfolio manager, Madison Investment Fund | August 2007-Present  
 Treasurer, Alpha Beta Club | August 2008-May 2009  
 Member, JMU Photography Club | August 2007-April, 2009

---

**Skills**

---

Microsoft Office  
 Crystal Ball  
 Wharton Research Data Services  
 Center for Research in Security Prices database  
 Fluent in Korean

*References available upon request*