

[Name]

[Physical Address]

[Phone Number] | [Email Address]

## EDUCATION

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[University Name] [City], [State/Country]

*Bachelor of [Arts/Science] in [Major]* Expected [Graduation Date]

- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors:** [xx]
- **Relevant Coursework:** [Economics / Accounting / Finance classes, anything business-related]

## WORK & LEADERSHIP EXPERIENCE

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[Company Name] [City], [State/Country]

*[Position Title], [Group Name]* [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- Selected [Client / Project / Transaction] Experience:
  - [Project #1]
    - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
  - [Project #2]
    - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
  - [Project #3]
    - [Created xx new method for doing xx; led to increased efficiency / sales]

[Company Name] [City], [State/Country]

*[Position Title], [Group Name]* [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings]
- [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]
- [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

[Student Club Name] [City], [State/Country]

*[Position Title]* [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Recruited over xx members to club with promotional campaign]
- [Organized conferences, speaker events and community events]

## SKILLS, ACTIVITIES & INTERESTS

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**Languages:** Fluent in [xx]; Conversational Proficiency in [xx]

**Technical Skills:** [List any programming languages – **not** MS Office/Excel]

**Certifications & Training:** [Any extra courses or programs relevant to finance]

**Activities:** [Student Clubs, Volunteer Work, Independent Activities]

**Interests:** [Keep this to 1-2 lines and be specific; do **not** go overboard]

## Looking for Extra Help with Your Resume / CV?

We work with a *limited* number of clients each month to revamp their resumes / CVs and cover letters and guide them through the recruiting process in the finance industry. We select our clients carefully to ensure that they can truly benefit from our services.

We aim to create a resume / CV that is at least **twice** as effective as your current one in winning interviews and job offers.

We work with you to extract the key information that will catch the attention of financiers and recruiters, and then we present and position your achievements in the most impressive way possible.

We work primarily with 1) University and Master's students with **significant** internship experience; 2) Current investment bankers, traders, salespeople, research and investment analysts, and middle office staff who are looking to lateral or move to **other areas in finance**, such as sales, investor relations, capital markets, equity research, corporate finance, private wealth management, and **the buy-side** (private equity, hedge funds, and asset management); and 3) **Career changers** who want to break into finance in one of those areas at the MBA-level or above.

This service is **NOT** for you if you're a 2<sup>nd</sup> year university student with no previous internships.

If, however, you think you would be a good fit for our services and you'd like to work with us 1-on-1 to create a more effective resume/CV and cover letter, and to improve your networking strategy, elevator pitch, and interview skills, you can learn more about our services by clicking the links below:

**See all our resume editing/coaching package deals and learn how you can get your own customized Action Plan, plus significant 1-on-1 assistance in the recruiting process to help you land finance interviews and offers.**



**Resume & Cover Letter Editing**

Or: [View Our Resume & Coaching Package Deals](#)