

How to Write an Outstanding Finance Resume

An approach, words and phrases you can use to show that you are an outstanding candidate who MUST be considered



Purpose



- To provide advice on stepping up your resume so that recruiters will immediately recognize that you are a compelling candidate
- Research shows that, on average, recruiters spend 10 15 seconds reviewing a resume make them take notice of yours! Keep it short, stimulating and ON POINT
- First and foremost, do not forget that a resume is a Marketing document and that you are "the product"
- The purpose of a resume is NOT to get you an internship; but to get you the OPPORTUNITY to compete for the internship



Agenda



Summary: Four hallmarks of a great Finance resume; what differentiates a great Finance resume from a good one

Specific advice on how to ensure your resume displays these hallmarks so that Recruiters consider you – Finance recruiters maintain "a very high bar"

Q&A/Brainstorming Discussion



Executive Summary:

A great Finance resume has 4 characteristics



- 1. ... highlights these 3 skills
 - Analytical/Problem Solver
 - Leader/Team Player
 - Results-Oriented
- 2. ... follows a template for *Analytical/Problem Solver* and *Leader/Team Player*
 - Business problem that you solved
 - Proof that you have the key skill you claim to have
 - Quantifiable results (make sure they are MATERIAL)
- 3. ... shows that you are *Results Oriented* via awards, promotions, scholarships, Olympiads or any other recognition you've received
- 4. ... uses *Finance lingo* so that it reads as if you are already a "player"



Recruiters for these jobs require the same 3 skills as a STARTING point



Skill A: Analytical/Problem Solver (continued)

- As a Tepper Student, you would be underselling if you did not characterize yourself as an Analytical/Problem Solver
 - Analysis is Tepper's hallmark...it's what we are known for
 - It's on-trend. Everything in Finance is becoming more analytical and quantifiable as the action moves to areas such as Risk Management, Quantitative Research and Credit Analysis

Skill B: Leader/Team Player

 In any of these jobs, you will be working on cross functional teams. You will likely also be working on cross-cultural teams. Companies want to KNOW that you can get along and work well with people from a variety of backgrounds.

Skill C: Results Oriented

 Your performance and value will be assessed based on your results. Employers want to see a track record of understanding this.



Resulting characteristic: A great Finance resume highlights these skills



You are recruiting in a VERY COMPETITIVE LANDSCAPE



- You will oftentimes be directed to the company web site to apply for jobs
- Thus, for each internship in Financial Services/Finance there could be THOUSANDS of applicants
- The first-round resume screeners are looking for reasons to EXCLUDE each candidate, to narrow down the population to a manageable size
- Oftentimes, companies will use "key word" searches to narrow down their population
- What does this mean for you?





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- Demonstrate an interest/intellectual curiosity with respect to your target job
- Highlight that you are "market savvy"
- Highlight the TRANSFERABLE skills in your background....HOW?



Your starting point: Tepper's skill based resume Templates



- A skill based format is ideal for career-switchers or people with limited work experience (80% of you) (TEMPLATES A, B and C)
- These were modeled in line with the formats from other top Schools
- Most of the MSCF students and career changers use Template C
- Students with backgrounds in finance, typically choose Template D
- In general, a skills-based format follows this logic...
 Skill:
 - Proof that you have that skill describe how you exhibited the trait in a prior role
 - Include quantifiable results make sure they are material (don't say "generated annual revenues of USD 10k"; say "increased annual revenues by xx%")



How do I know which skills are relevant to what I want to do?



Think about the type of internships (jobs) you plan to target

Think about the firms you would like to target

Go to those company websites and review the descriptions for those roles (could be full time descriptions, as well as internship descriptions)

Think carefully about the key success criteria for those roles

Add language to YOUR resume reflecting the language used by those in the industry

Think creatively about what portion of your background could be transferable and highlight that explicitly on your resume, BUT ALWAYS STAY WITHIN THE FACTS!!!!



For Example: Google is looking for a Treasury Risk Analyst



The area: Finance, Tax and Treasury

Google's Tax and Treasury teams consist of **strong**, **creative performers** with deep expertise in their respective fields. We contribute to our company's growing global success by **dealing with challenging issues and concepts and then applying them to rapidly evolving business models**. In Treasury, we provide **funding**, **risk management and mitigation support as well as investment oversight**. The Tax group is responsible for global tax planning and compliance, defending the company in tax audits, and ensuring that the company accurately reports its tax matters in public filings.

The role: Treasury Risk Analyst, Risk Management Group

As the Senior Treasury Risk Analyst, you will synthesize modern financial theory, advanced quantitative techniques, and practical intuitive grasp of the global markets to help the Treasury teams define, measure, and ultimately manage their daily financial risk-taking. In addition to performing deep, thoughtful analysis, you will be challenged to distill and communicate the essence of your technical work to audiences of all levels and formulate robust, actionable recommendations. As your scope will span multiple markets and wideranging instruments, your work will demand nuanced understanding of the similarities and differences of the major asset classes. Furthermore, you will be expected to continually explore the latest advances in modern finance and be ready to challenge the accepted best practices and underscore the latent dogmatic pitfalls.



For Example: Google is looking for a Treasury Risk Analyst (cont'd)



Responsibilities:

Daily risk decomposition, attribution, aggregation, and projection.

Ongoing **monitoring**, **tracking**, **and analysis** of all applicable risk systems and measures, **Investment policy** compliance review and exception resolution.

Risk reporting as related to ongoing foreign exchange and investment activities.

Provide **quantitative and financial modeling** support to other treasury groups including the portfolio management and foreign exchange groups.

Research and development of proprietary analytics as needed.

Requirements:

At least 5 years of relevant experience.

Solid knowledge of: Theory of Modern Finance, pricing of contingent claims, and general stochastic analysis.

Fluency in Matlab and/or Mathematica and S+.

Proficiency in an object-oriented procedural programming language, Perl, VBA, SQL, Bloomberg, and Linux.

Strong understanding of the structure, institution, and practice of at least one of the following U.S. markets: fixed income, equity, commodities, or foreign exchange.



Action Oriented Skill Words for Finance Resumes



- From the Google job posting
 - Creative, Problem Solving, Risk Analysis, Investment Oversight, Information Synthesis or Data Synthesis or Data Mining, Communication, Presentation
- Other relevant skill words for Finance Resumes include:
 - Developed, Modeled, Forecasted, Re-designed, Initiated, Priced, Transformed, Converted, Drove, Simulated, Managed, Researched, Generated, Presented, Teamwork, Project Management
- Passionate about <u>fill this in with what works for you</u>
 - Financial Markets
 - Strategy
 - Delivering stellar results in a timely manner
 - Being the "go-to" person in your organization



To illustrate that you are *Analytical/Problem Solver*, follow this template:



- First portion of bullet point: Define the business problem that you tried to solve
 - In order to prove you're a problem solver, you have to start by defining the problem
 - Putting your experience in terms of a business problem connects your contribution to the big picture.
 - Do not be repetitive in your language
 - For example:

Don't say	Instead, take a step back and say
Rewrote code to	Challenged to improve client's current operating system
Developed report	Spearheaded effort to improve communications
Evaluated current system	Led efforts to identify and address key issues resulting in poor performance
Redesigned report	Identified opportunity to improve information flow
Created a template	Saw opportunity to develop and unify standards



To illustrate that you are *Analytical/Problem Solver*, follow this template (cont.):



- 2nd portion of bullet point: Layout step by step what you did in a way that illustrates you employed the skill you claim to have
 - The 2nd part should provide the evidence that you are what you say you are
 - If you give short shrift to this part, your evidence is unconvincing
 - For example, for Analytical/Problem Solver:

Don't say	Instead, take a step back and say
Analyzed situation and proposed solution.	Brainstormed key issues that would need to be addressed
	Identified steps to solve key issues
You are underselling yourself if your evidence that you are an "Analytical/Problem Solver" is merely that you "analyzed" something. You need to explain what you think "Problem Solving" is.	Gathered relevant data including
	Assembled data/Created spreadsheet then evaluated it in order to uncover trends, insights,
	Developed hypothetical solution
	Created test to assess hypothesis
	Revised recommendation based on sensitivities.
	Recommended

To illustrate that you are a *Leader/Team Player*, follow this template (cont.):



For example, for Leader/Team Player

Don't say	Instead, take a step back and say
Led team of 3 people	Developed vision and plan to address problem.
	Gained buy-in from team and other relevant stakeholders.
You are underselling yourself if your evidence that you are a Leaders/Team player is merely that you were in charge. Leadership/Teamwork is about communication skills, direction setting and gaining agreement.	Revised plan based on feedback and collective thinking.
	Broady communicated plan so that team was mobilized toward shared goals and milestones.
	Liaised with each stakeholder and team member to assign responsibilities and expectations.
	Managed progress, budget, timelines, and expectations.
	Continually communicated progress or issues so that team continued to work in lock-step.
	Ensured deliverables met needs and expectations of all relevant parties.

To illustrate that you are *Analytical/Problem Solver*, follow this template (cont.):



- Last portion of bullet point should say, "Resulted in__
 - Everything in business is about results
 - Without results, it is difficult for the reader to understand the impact you made. Ideally, you would quantify the result or at least have a tangible and MATERIAL result. But, don't worry if this is not do-able (see below for examples). Highlight YOUR accomplishments and/or contributions:
 - For example:
 - Resulted in improving bottom line by 11%.
 - Resulted in raising revenue by \$1 million.
 - Resulted in attracting 30 new clients.
 - Resulted in flawless execution.
 - Resulted in meeting all deliverables.
 - Resulted in setting new direction for team efforts.
 - Resulted in recognition from other departments.



What about "Results Oriented?"



Results Oriented is a chance for you to showcase any honors or recognition you have received



Results Oriented

- 4Q 2007, Award of Excellence for...
- 3Q 2008, Top Performer Stock Option Award
- 1st Prize, International Mathematical Contest in Modeling
- Winner of the Outstanding Student Award
- First Prize in China National Olympiad for Physics
- Promoted.....
- Recognized.....
- Given additional responsibilities based on performance....



What if I don't have any awards, honors, promotions or anything to say for myself?



At this point, if your resume doesn't *Scream* that you are a future Finance star, then..



- Add sections or headlines that help tell your story
 - Make sure that you include any certifications you have earned (CFA, GARP, CPA, CFP, Series 7)
 - Section devoted to Finance achievements
 - Portfolio Management (personal or paper)
 - Stock Pitch (see example)
 - Pro Bono Projects
 - Mention scholarships you earned
 - Awards/Recognition section
 - Elected Student Leader
 - Proof that you are a "quick study"
 - Mention your volunteer activities
 - BUT please remember that you must be able to back up EVERY word on your resume do not exaggerate

SCHOOL OF BUSINESS

An important note on the CFA (Chartered Financial Analyst) Charter



Many career changers or students with limited financial work experience have "taken the initiative to study for and take for the CFA exams.

HOWEVER, The CFA Institute is VERY particular about the language permitted in categorizing your progress

- •Scenario 1: Registered for Level I, II or III of the CFA
- -> Use on Resume: Level I Candidate in the CFA Program
- •Scenario 2: Passed Level I, II or III of the CFA
- -> Use on Resume: Passed Level I of the CFA examination in 2009
- Scenario 3: Passed all three Levels, but have not yet earned the CFA Charter

Note: To earn your CFA charter, you must become a regular member of CFA Institute and have four years of finance-related work experience

-> Use on Resume: Passed Level III of the CFA examination in 2009 r



In closing



- Please feel free to speak with Jackie Goslin, Jack Vogel or Sondi Pripstein for help with your Finance resume.
- Questions, comments?



OK...now lets take a look at some examples...



Examples – Resume Snapshots

1st Year Resume - Corporate Finance Internship



What did this first year do before coming to Tepper?

- •Quantitative Analysis: Conducted an extensive quantitative analysis and complete redesign of a "What If" Decision Support System, improving the process capability far beyond client's expectations. Promoted to Sr. Manager despite companywide freeze on promotions.
- **Profitability Analysis**: Analyzed the physician profitability process at Abbott Laboratories and recommended critical improvements leading to a yearly savings of \$ 0.5M.
- **Leadership**: Led a team of 10 analysts/developers, including offshore team, to implement and support Dendrite products at Abbott Laboratories and other major global pharmaceutical companies.
- Client Interaction/Ownership: Improved client satisfaction by 75% by resolving 80% of the outstanding issues (120 out of 150) within 8 months on Abbott account.

 Sr. Software Engineer (Financial Analytics Tools) 10/99 04/03
- **Initiative**: Gained responsibility by proactively seeking a senior role to architect a new physician profitability forecasting system for Abbott, resulting in a cost saving of 3 personmonths.

SCHOOL OF BUSINESS

Examples – Resume Snapshots

1st Year Resume – Investment Banking Internship



What did this first year do before coming to Tepper?

- •Project Management: Designed and managed state and national-level math and science pedagogy studies to direct statewide curricular strategies.
- **Problem-Solving & Analysis**: Managed, analyzed and presented data for algebra intervention project, leading to a three-year extension of project funding.
- **Leadership**: Led team of six renowned science teachers in analyses of state and national science standards, resulting in five studies published by the U.S. Department of Education.



Examples – Resume Snapshots

1st Year Resume – Sales & Trading Internship



What did this first year do before coming to Tepper?

- Developed programs in Perl for DNA/protein sequence alignment. Designed and coded algorithms in Perl to discriminate regulatory regions in genome sequences by Markov models.
- Built a molecular model for receptor-mediated changes of intra-cellular calcium concentration and implemented the model in MATLAB based on differential equation sets. Oscillation of concentration in different frequencies and amplitudes was found in response to different stimulus.
- Researched the signal transduction pathway of human red cell's ATP release with statistical analysis of experimental data by ANOVA and linear regression. Discovered a special membrane domain which was necessary for efficient signal transduction.



Appendix



- To see Tepper resume templates:
- Go to the COC website
- Select Current Students on top of screen
- Select Current Graduate Students and Career Opportunities Center on right
- Select Preparing your resume
- See green box in center of page (Workshop Quick Links)
- Four resume templates (A, B, C, D) are here for you to choose from
- Or, http://www.tepper.cmu.edu/current-students/current-graduate-students/career-opportunities-center/preparing-your-resume/index.aspx



Next Steps



Deadline: Sunday, October 3rd

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