

# Candidate Name

Address and Contact Information

## EXPERIENCE:

**ABC Asset Management**, New York, NY

**May 2012 – Present**

*Title*

- Describe your current position and responsibilities in detail
- Include as many relevant examples as necessary to help illustrate the breadth of your experience and knowledge
- Point out numbers relevant to your position such as amount of assets raised, number of employees under your supervision, number of funds that you prepare accounting work for, etc.
- Incorporate company synopsis in your bullet points, as opposed to having a separate section for it
- Group responsibilities in one bullet point if they pertain to a specific project
- Mention any product exposure or experience liaising with other internal or external parties
- Utilize strong action verbs to begin each bullet point and try not to be redundant
- Include exposure to other areas within the firm that do not necessarily fall within your primary responsibilities
- Use one font type throughout the entire resume and ensure that all the bullet points are the same size and align throughout the resume
- Ensure that all bullet points either end in a period or don't – consistency is critical
- Check your spelling through spellcheck and by reading each bullet point aloud to make sure that all wording is correct

## EXPERIENCE DURING SCHOOL:

**ZXY Investment Management**, New York, NY

**December 2011 – April 2012**

*Title*

- Ensure that the verbs in past positions are in the past tense
- Separate your time at the firm by job titles, if applicable, to show promotions over time
- Describe your duties and responsibilities under each position as necessary, avoiding repetition

**XYZ Securities**, New York, NY

**July 2009 – August 2009**

*Title*

- Include specific dates for each position and list them in reverse chronological order
- Feel free to summarize past responsibilities in fewer bullet points, while still giving enough detail to show the extent of your experience

**123 Financial**, New York, NY

**September 2008 – April 2009**

*Title*

- Include relevant information about your internships and work experience during school
- Keep it short and to the point
- It is not necessary to include your bartending experience!

## EDUCATION:

**ABC University, School of Business**, New York, NY

**May 2012**

*Bachelor of Arts* in Economics; Minor in Finance; Cumulative GPA: 3.74

- Awards: Magna Cum Laude, Dean's List, President's Scholarship
- Activities: President of the Economics Society, Treasurer for the Finance Club, Member of Sorority

**University of ZXY**, Barcelona, Spain

**Spring 2010**

*Semester Abroad*

## LICENSES:

Series 7 and 63

## SKILLS:

Microsoft Office (Excel, PowerPoint, Outlook, Word), Bloomberg, Advent Geneva, Charles River, Calypso, Oasis, Markit

## LANGUAGES:

Spanish (fluent) and Portuguese (intermediate)

## INTERESTS:

Volleyball, basketball, baseball, cooking and hiking