

Candidate Name

Address and Contact Information

EXPERIENCE:

ABC Asset Management, New York, NY

May 2009 – 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 number of employees under your supervision, number of funds that you provide legal counseling for, amount of assets raised while you were an employee, 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
- Expand upon your current job responsibilities the most as it is the most recent and therefore relevant for a future employer
- 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

XYZ Law Firm, New York, NY

June 2003 – May 2009

Title

December 2006 – May 2009

- 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

Title

June 2003 – December 2006

- 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

EDUCATION:

ZXY University, School of Law, New York, NY

May 2003

Juris Doctor; Cumulative GPA: 3.9

- Awards: Summa Cum Laude, Dean's List, President's Scholarship
- Activities: Editor of the ZXY Review, Treasurer for the Law Club, Member of Sorority

ABC University, New York, NY

May 2000

Bachelor of Arts in Economics; Minor in Finance; Cumulative GPA: 3.6

- Awards: 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 2002

Semester Abroad

BAR ADMISSIONS:

Admitted in New York and New Jersey

SKILLS:

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

LANGUAGES:

Spanish (fluent) and Portuguese (intermediate)

INTERESTS:

Volleyball, basketball, travelling, baseball, and hiking