

Candidate Name

Address and Contact Information

EXPERIENCE:

ABC Asset Management, New York, NY

May 2010 – 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
- 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 Securities, New York, NY

June 2007 – May 2010

Title

December 2009 – May 2010

- 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 2007 – December 2009

- 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

EXPERIENCE DURING SCHOOL:

XYZ Securities, New York, NY

September 2006 – April 2007

Internship

- Include relevant information about your internships and work experience during school
- Keep it short and to the point
- Include internships only if they are relevant and you graduated within the past 5 years – you may want to consider just listing the company and title “Internship” and excluding bullet points if your resume is flowing onto a 2nd page
- It is not necessary to include your bartending experience!

EDUCATION:

ABC University, School of Business, New York, NY

May 2007

Bachelor of Arts in Economics; Minor in Finance; Cumulative GPA: 3.5

- 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 2005

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:

Dancing, running, cross country skiing and photography