



Careers Masterclass

Writing a strong CV

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Career Masterclass – Writing a strong CV

What we will cover:

- Challenging frequent assumptions
- What should a CV look like (structure)
- Tailoring your CV
- Demonstrating your skills

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Challenging frequent assumptions:

- Recruiters will not read through your entire CV – on average they spend 6 seconds looking at it (many firms use computer systems to scan your CV for keywords)
- Recruiters will not read both your Cover Letter and CV. Both Documents need to be able to stand on their own as a sales document.

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Challenging frequent assumptions:

- Recruiters will **NOT** read through your entire CV – on average they spend 6 seconds looking at it (many firms use computer systems to scan your CV for keywords)
- Recruiters will not read both your Cover Letter and CV. Both Documents need to be able to stand on their own as a sales document.

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What should a CV look like:

1- page (for Finance/Consulting) document, with the following sections (order can vary):

- Name / Contact details
- Personal Profile / Key skills (optional)
- Education
- Employment History
- Extra-curricular / Positions of Responsibility
- Skills (IT / Languages)
- Hobbies/Interests (optional)
- References (Available upon request)

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What should a CV look like:

Format:

- Simple word format
- Reverse Chronological order (start sections with most recent experience)
- No headers and footers
- Easy to read font
- No DoB, Nationality or Gender
- No Foto

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Steps to Tailor your CV:

1) Identify the skills the employer is looking for.

- Job Description
- Company Website
- Speaking to people

2) Tailor your CV to demonstrate the skills they are looking for!

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Step 1) Example job description:

Junior Analyst

Opportunity for a student looking for a **fast paced** and **challenging** internship. Our company engages in strategic research projects on behalf of global financial services firms. The successful candidate will be expected to provide **in-depth analysis** and be able to **become a subject expert shortly** after joining. The successful candidate will have strong **research and analytical skills**, the **self-motivation** to quickly develop the expertise required to fulfil the role, strong **communication** skills, the ability to **work well as part of a team** and a **high level of commercial awareness**.

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Step 2) Demonstrate you have those skills

Don't state – Demonstrate

“I have excellent attention to detail, good analytical skills and strong communication skills.”

Or

“**Analysed** feedback forms to **produce a report** in both word and power point .”

“**Presented** the findings to a panel of senior academics, making recommendations on how to improve student experience .”

CV 1:

EDUCATION

MSc Banking and Finance, Queen Mary, University of London 2016-2017

- I wrote a dissertation on the "Impact of low interest rates on global asset prices"
- Applied financial knowledge working as an Analyst for University Fund

BSc Economics, Queen Mary, University of London,

2013 - 2016

Modules include: Corporate Finance, Econometrics and Macroeconomics, Mathematical methods in Economics and Business

CV 2:

EDUCATION

MSc Banking and Finance, Queen Mary, University of London, (expected distinction) 2016-2017

Modules include: Commercial and Investment Banking (72%), Investment Management (80%), Quantitative Methods in Finance (75%)

- Attained mark of 75% for 15,000 words Dissertation on "Impact of low interest rates on global asset prices"
- Applied financial knowledge working as an Analyst for University Fund
- Worked in a team of 4 to draft investment strategy for the fund - achieved 20% return in 3 months
- Acquired expert knowledge by taking optional modules such as "Foundation in technical Analysis (76%)"

BSc Economics, Queen Mary, University of London, (2.1)

2013 - 2016

Modules include: Corporate Finance (80%), Econometrics and Macroeconomics (75%), Mathematical methods in Economics and Business (70%)

CV 1:

WORK EXPERIENCE

Summer Analyst, Investment Bank UK, London

July 2016 – August 2016

- Analysed financial information of Fintech companies, using Bloomberg terminal and online research
- Composed valuation reports and company profiles, creating graphs and models in Excel
- Presented findings to senior analysts with powerpoint presentations, which got approved for client use
- Benchmarking – analysed and compared access to 'public market investors' across mature Fintech companies – findings got included in sector publication
- Demonstrated self-motivation by arranging shadowing with senior colleagues in other departments, to learn about various areas in an investment bank

CV 2:

WORK EXPERIENCE

Summer Analyst, Investment Bank UK, London

July 2016 – August 2016

- Looked at Fintech companies and created valuation reports and company profiles
- Presented findings using PowerPoint presentations
- Had to do benchmarking – analysed and compared access to 'public market investors' across mature Fintech companies – findings got included in sector publication
- Worked on Bloomberg Terminal and internal databases
- Demonstrated proactive attitude

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HS&E-Economics_Ogilvy	en Mary, University of London, (2.1)	2013 - 2016
M&P-H&S-Global-Lead	Corporate Finance (80%), Econometrics and Macroeconomics (75%), Mathematical methods in	
Hecobail-Sales-BB	Business (70%)	
HS&E-Economics_Ogilvy	ool, Poole	2006 - 2013
M&P-H&S-Global-Lead	ics (A), Business Studies (B), Biology (B)	
Hecobail-Sales-BB	y (B)	
HS&E-Economics_Ogilvy	Mathematics (A*) and English (A)	

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Ref	Appraisal Period	Appraisal Comments	Appraisal Period
1	01/01/2015-31/03/2015	responsibly, consistent	Sept 2015 - Present
2	01/04/2015-31/06/2015	insured efficient running of shop area in highly demanding and busy environment	
3	01/07/2015-31/09/2015	mers while keeping shop area organised, demonstrating strong ability to multi-task	
4	01/10/2015-31/12/2015	ner Service Star award after three months	
5	01/01/2016-31/03/2016	ably with colleagues in order to ensure constant stock replenishment during peak times	

Headmill-2-M51-R1	Tutor, EconTutors, London	July 2014-Present
11-16-18-20-22-24-26-28-30-32-34-36-38-40-42-44-46-48-50-52-54-56-58-60-62-64-66-68-70-72-74-76-78-80-82-84-86-88-90-92-94-96-98-100	three children per week, tutoring maths and economics in local sixth-form	
11-16-18-20-22-24-26-28-30-32-34-36-38-40-42-44-46-48-50-52-54-56-58-60-62-64-66-68-70-72-74-76-78-80-82-84-86-88-90-92-94-96-98-100	strong communication skills through articulating complex concepts in a simplified manner	

11	12-14 for local youth team: This position involves organising training and matches, teaching, motivating and inspiring people aged 12-14.
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• Excel (Word, Excel, Access and Powerpoint), Bloomberg Terminal, Intermediate C++ and Python • Business German
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How to make an impact :

- Use Action verbs (see link below)
- Include results and numbers whenever possible (make it measurable)



Queen Mary

University of London