

Investment Banking Résumé Checklist

BYU-Idaho Career Preparation | www.byui.edu/careerprep | careerprep@byui.edu

208.496.9801 | MC 129A | Last Updated August 23, 2019

The most powerful résumés are tailored to the needs and standards of their audience and show the applicant's impact and skills enhanced/utilized from their previous experience. Use the following guidelines to create a powerful Investment Banking résumé. (Also see the Matthew Cronin resume sample.)

Assess First-glance Appeal & Functionality

The quality of your résumé indicates the quality of work you will offer potential employers. Make it a reflection of your best work.

1. Is the résumé reader-friendly and functional?
 - a. Does the format look professional? Does it draw the reader in?
 - b. Does your name and personal letterhead stand out? (You are the 'product' that is 'for sale')
 - i. Include phone, email, and LinkedIn URL
 - ii. Only include city and state, or your entire address, if you are unwilling to relocate to a new city
 - c. Is it easy for the reader to find most important information?
 - i. Tools to help accomplish this: indentation, bolding, underlining, *italics*, ALL CAPS, easy-to-read font, proper order of sections and bullets, etc.
 - d. Is it free from typos, spelling errors, etc.?
 - e. Is there grammatical correctness and meticulous consistency throughout the résumé?
 - i. Section headings, dates, dashes/hyphens, indenting, bullets, spacing, font, underlining, etc.
 - f. Do not use personal pronouns
2. Is the résumé style in line with what the intended audience prefers/requires?
 - a. Are sections in 'audience-relevant' order?
 - i. 1st Section: Education
 - ii. 2nd Section: Experience
 - iii. 3rd/4th Sections: Volunteer, Leadership, Skills & Accomplishments, etc.
 - b. Is your resume 'crowded'? (It should be, while also being organized and functional.)
 - iv. If your investment banking résumé is not packed, it tells your audience you have run out of good things to say about yourself.
 - c. Are experiences formatted appropriately?
 - v. Company Name: On the first line and over to the left
 - vi. Job Title: On the second line and over to the left
 - vii. Locations (city, state): On the first line and over to the right
 - Used to assess if the applicant is likely to adjust well to their large city (e.g. New York City)
 - viii. Dates: on the second line and over to the right
 - Write months in three-letter abbreviations (e.g. Dec or Apr)
 - Do not include "Anticipated/Expected Graduation." – They know what the date means.

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Education

Is this section formatted consistently with the work experience section?

1. Company Name = University name
Job title = Title of degree being pursued
Location = City and state of university
Date = Graduation month and year
2. Options for bullets:
 - i. Minor and/or emphases
 - ii. 3.5 or higher GPA
 - iii. Relevant coursework/projects (when it adds unique value – include most relevant first)
 - iv. Scholarships, relevant society or extra-curricular involvement
 - v. Additional educational successes/accomplishments

Experience Sections

Create consistently formatted headings. Underneath each section, include bulleted content that proves your relevant skills and accomplishments.

1. Does each position include company name, job title, location, and dates in appropriate places?
2. Have you effectively shown your impact in each experience? (See the bullets section below for details)

Effective Bullets

Use the following to ‘paint a picture’ with words for the employer of how you can meet their needs:

1. Do the bullets start with a powerful verb that draws the reader in?
 - a. Past tense for past positions
 - b. Avoid verbs like “assisted,” “helped,” or “worked.” The reader cannot tell what your specific role/impact was.
2. Do the bullets make and back up claims that ‘show’, rather than just ‘tell’ what you have to offer (with methods such as those listed below)?
 - a. Showing accomplishments made
 - b. Showing skills utilized/developed/enhanced
 - c. Context (i.e., timelines, method(s) used, reasons/intended outcomes, etc.)
 - d. Quantifying
3. Are the take-home messages (THMs)* communicated effectively?
4. Are the bullets concise?
 1. Does not necessarily mean short; it means to the point and powerful, not wordy
5. Do the bullets flow?
 - a. Can the reader easily grasp the THMs on the first read-through?
6. Do the bullets represent the best you have to offer without overstating skills/accomplishments or being misleading?

*The THMs (or ‘take-home messages’) are the messages you want your reader to glean from your application materials about you and what you have to offer them. They include, but are not limited to, the top 5 skills/attributes that the audience wants.

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Additional Qualifications or Supplemental Sections

Additional sections can include notable and relevant competencies or certifications from volunteer, extra-curricular, leadership, or additional academic/work experience. When deciding if an additional section(s) is a smart move for you, consider if this addition will add value to the case you are trying to make for yourself.

1. Missionary Experience

Consider the following guidelines:

- a. Is it included in the section and formatted in a way that will appeal most to this specific audience? (experience versus volunteer/service)
- b. Does it specify that it was full-time and volunteer?
- c. Does it describe positions and accomplishments* in terms of transferrable phrases and skills, rather than using church lingo?

*Do not quantify baptisms as an accomplishment or leadership positions as promotions or use religious language

2. Interests Bullet(s) In the Last Section:

- a. Including one bullet—usually the last bullet in the section—about your interests sends a message that you are well-rounded and have ‘work life’ balance outlets (to avoid burn-out). It also facilitates a potential connection with the interviewer.
 - b. Do not include controversial interests like hunting or being a member of the NRA
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