

Financial Career Insight Series: Financial Market CVs

Paul McCormick: Trader Morgan Stanley, Barclays, JP Morgan / Financial Careers Coach

Any two people will give you slightly different advice on producing a powerful CV but of course there is commonality to any great CV. Your CV may need to be adjusted if you apply to different sectors of the financial market but it is worth investing considerable time in one of the most important documents you'll ever produce.

Profile Statement

There is no rule over whether you should or should not have a Profile Statement. Perhaps a third of CVs 30% carry one. It can be argued that including one helps you stand out from the competition although a Covering Letter, or its online equivalent, is also key here (see the 'Financial Market Insight Series: Covering Letters' document). If used, the Profile Statement should contain an eye-catching achievement of some kind and something about why this career path is now your vocation: Something to make the recruiter read on. You can expand the detail in the Covering Letter. However, be careful, avoid unsubstantiated statements like "I am determined", "I work well in a team". They are meaningless. Any statement needs to be backed up by evidence in the body of the CV.

Profile Example

"I am currently in my third year at Exeter University having been awarded the David Johnson Award for excellent academic achievement. I have pro-actively secured various financial market work experience which has included asset management. The latter has now fuelled my passion to work on the Buy Side of the market".

Academic Qualifications

As well as listing your academic qualifications mention any scholarships, prizes, or high percentages or grades you scored if you have these. Don't list any AS Levels or GCSEs.



Language

If you're applying for a Graduate Programme that by definition will attract 1000s of applicants, you need to have the right words in your CV as the initial screening is likely to be done by a tracking system programmed to spot such content. The right words can be identified in most job descriptions. If you are applying to an employer outside such a scheme this is less critical but you still need to include some sector "buzz" words.

Length

Make sure it all fits on one page. Two pages are fine only if you have a 20 year career.

Quick Tips:

- The average time a recruiter spends look at a CV is approximately 15-20 seconds.
- Easy-to-read format with bullet points therefore required.
- An introductory Profile Statement is optional.
- Your aim is to provide 'hooks' of information only for the recruiter to want to find out more.
- You can give the full story at interview!
- Financial CVs need to be 1 page only.
- Be familiar with all Financial Career Insight documents including the 'Financial Career Master Resources Guide'.

See strong financial CV example on the following page.

Example Note:

- This is only one style of CV although it includes many of the recommendations made in this document.
- It is all about expressing your own personal CV content i.e. academic qualifications, work experience, hobbies and activities in the best possible light. You likely have more content than you first think. These are your talking points for interview.

John Stevens

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EDUCATION

Lancaster University Management School (*A Top 5 UK Business School*)
Economics and Politics with Industrial Experience

London
2011 – 2015

- Cumulative Grade: First Class, 72%

Sir Thomas Moore's Grammar School

Oxford

- **A2 Levels**, Economics A, History A, Politics A
- **GCSE's**, 4 A*s, 7A's

2004 – 2011

WORK EXPERIENCE

JHL Financial Consulting

London

Summer Intern

July 2014 – September 2014

- Supported a London Business School and JHL Consulting publication about decision making in the M&A process
- Led business development activities setting up a lead with a media conglomerate generating +€2 billion in revenue
- Utilised PowerPoint to create pitch books for potential clients in the technology and media sector

Fintech Pictures Entertainment

London

Business Expansion Analyst

September 2013 – July 2014

- Analysed operational processes and logistics and made recommendations as part of an overall \$200 million expansion.
- Supported all aspects of this project whilst working in New York for a period of 6 weeks
- Moved team of 50+ in UK to larger premises.

Fidelity Asset Management

London

Summer Placement Student

June 2013

- Implemented an economic model demonstrating to senior managers the drivers behind the Funding for Lending Scheme
- Improved the efficiency of producing 'Bankstats' tables, reducing time spent footnoting changes in data by over 50%
- Enhanced understanding of macroeconomics and financial markets through meetings with senior economists

LEADERSHIP EXPERIENCE

Lancaster University Investment & Finance Society

London

Senior Fund Analyst

March 2013 – Current

- Co-managing a student run virtual fund, leading a team of 20 analysts covering TMT sector
- Investing a virtual £500k in a large-cap equities fund, currently tracking the S&P500 since inception
- Responsible for performing trading comparables in Excel

Lancaster University Careers Team

London

Marketing and Events Assistant

September 2014 – Current

- Lead and devise social media strategy across a variety of online platforms, increasing Twitter followers by over 100%
- Represent the Management School at selected events including the Institute of Directors Annual Convention
- Mentor over 100 students aiming to help them secure internships

Operation Michigan

Oxford

Charity Volunteer

Summer 2012 & Summer 2013

- Responsible for a team of 6, raising over £1800 through volunteer work at music festivals

ACTIVITIES & INTERESTS

- Keen golfer previously playing off a handicap of 11
- Play 6-a-side football in an intra-mural university league
- Write 'Student Business blog' for university website
- Active member of Entrepreneurs, Politics, P.P.E, Business & Finance Society