



Middlebury College  
*Center for Careers and Internships*

# Resume Writing for Finance, Consulting, and Business

Presenter:  
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Director of Career Advising and  
Employer Relations





# Keys to Success

- Know your audience
- Demonstrate you are a HIGH ACHIEVER and HUNGRY for SUCCESS
- Show that you are IMPRESSIVE and RELATABLE
- Make it RELEVANT to the position; customization is important



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# Format

- One page (NO EXCEPTIONS!)
- Easy-to-read font and standard margins
- Reverse chronological order within sections
  - ✓ 10-12 point type; Calibri, Arial, Times New Roman, Garamond, Helvetica
  - ✓ Margins ½-1 inch
  - ✓ Uncrowded, balanced page
- Use formatting tools consistently throughout
  - ✓ Do not overdo **bold** or *italic*, indentations (bullets within bullets)
  - ✓ All text should be left justified



# Target

- Demonstrate an interest in the specific opportunity you are pursuing (e.g. investment banking, consulting, marketing, etc.)
- Review job descriptions for key words and include them in your descriptions
- Every point should relate back to the target opportunity
- Delete irrelevant information or items that don't add value



# Style and Tone

- Impressive
  - ✓ Qualifications like attention to detail
- Unique
  - ✓ How I stand out from the crowd
- Relatable
  - ✓ Airport test (friend who is good on a team)
- Humble vs. High-Achieving
  - ✓ Showcase your achievements and accurately portray your accomplishments



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# Content: Heading

## **MICHELLE MIDDLEBURY**

MC Box 534 · Middlebury, VT 05753 · (802) 443-5100 · [MMiddlebury.edu](http://MMiddlebury.edu)

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# Content: Education

## EDUCATION

### Middlebury College

Middlebury, VT

#### *Candidate for Bachelor of Arts – Major in Economics and Minor in Computer Science*

May 2020

- Major GPA: 3.67/4.00 Cumulative GPA: 3.43/4.00 Coursework: Accounting, Economic Statistics, AP Calculus
- Athletics: Member of 2017 NCAA Division III Champion Field Hockey Team; 15 hours/week commitment

### George Washington High School

Indianapolis, IN

#### *International Baccalaureate Diploma*

June 2016

- GPA: 3.95/4.00; National Merit Scholar
- SAT Score: 1510 (Math 770, Verbal 740)
- Activities: Student Council President; Math Club
- Athletics: Captain, Varsity Field Hockey



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# Key Action Words

Related to Analysis & Research	Related to Finance & Business	Related to Deals & Projects
Analysis	Profitability	Presentation
Sensitivity analysis	Productivity	Project
Research	Efficiency	Transactions
Study	Brand Building	Comparisons
Report	Success	
Financial Modeling	Strategy/Strategic Direction	
Excels Sheets	Cost-cutting	
	Competitor Landscape	
	Company Profile	
	Pros and cons	



# Content: Experience

Let's say you interned in the consumer product industry during the summer. One of your bullets could be:

## **Initial draft:**

- Analyzed the competitive landscape of the food and beverage industry and assessed the pros and cons of the Company's current strategies

## **Revised:**

- Analyzed in detail five competitors in the premium cookie industry and assessed how the pros and cons affect the strategic direction of the Company



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# Content: Experience

## WORK & LEADERSHIP EXPERIENCE

### **Office of Sustainability, Middlebury College**

#### ***Campus Sustainability Coordinator***

Middlebury, VT

February 2017-present

- Organize Earth Week celebration and festival involving 20 student organizations and 1,000 participants
- Promote energy sustainability through a “How does your heater work?” informational campaign
- Coordinated monthly tours of Middlebury’s biomass plant

### **Economics Department, Middlebury College**

#### ***Teaching Assistant/Grader***

Middlebury, VT

September 2016-May 2017

- Taught STATA programming to 65 students enrolled in Regression Analysis course
- Prepared lessons, graded homework, and help office hours



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# Content: Experience

## EXPERIENCE

### **Student Investment Committee**

#### ***Energy Industry Group Leader***

Middlebury, VT  
September 2016-present

- Analyzed mining and natural resources stocks and pitch investment recommendations; committee chose 2 recommendations using portfolio available to club
- Valued \$10B mining company using DCF analysis; found that stock was undervalued by approximately 5% due to recent earnings miss; recommended investment based on long-term market fundamentals
- Analyzed \$5B Natural Gas Company by examining long-term market trends and growth potential in Chesapeake region of the US and found that consolidation was likely due to fragmented market; recommend further due diligence based on acquisition potential

### **ABC Electronics**

#### ***Sales Associate***

Indianapolis, IN  
June 2015-August 2016

- Assisted customers with product-related questions, store policies, and refunds and exchanges
- Achieved sales associate of the month on three occasions for exceeding sales goals by 20% or more



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# Content: Activities

## LEADERSHIP

### **Student Investment Committee**

#### ***Energy Industry Group Leader***

Middlebury, VT  
September 2016-present

- Deliver portfolio updates and market trend analysis while managing College funds
- Valued \$10B mining company using DCF analysis; found that stock was undervalued by approximately 5% due to recent earnings miss; recommended investment based on long-term market fundamentals

### **MIDDCORE, Leadership Development Program**

#### ***Participant and Innovation Challenge Winner***

Middlebury, VT  
June 2016

- Competitively selected to participate in an intensive four-week course to hone strategic thinking, collaboration, public speaking, financial literacy, visual communication, crisis management, and entrepreneurial skills
- Won month-long business plan competition after competing with 40 classmates



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# Content: Skills and Interests

## SKILLS AND INTERESTS

- Languages: Fluent in Spanish; Conversational proficiency in German
- Technical Skills: Proficient in Microsoft Excel and PowerPoint; Knowledge of Stata and SPSS
- Activities: Volunteer at Veterans Hospital; Rotary Soccer (Assistant Coach)
- Interests: Enjoy skiing, adventure travel, NHL hockey

## ADDITIONAL INFORMATION

- Additional: Peer Career Advisor on campus, Economics Research Assistant
- Languages: Russian (native), Ukrainian (fluent), French (intermediate)
- Activities: Contemporary dancing, Mountain Club, Renaissance Art, French Literature
- International Background: Lived in Ukraine and Russia; Student in Switzerland and USA



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# Your resume should NOT...

- Be more than one page
- Be sent in any format other than pdf
- Include a photograph of the applicant
- Have boxes around key sections or use unusual fonts
- Speak in clichés (do not say “analytical thinker, demonstrated leadership ability, ability to learn fast on the job, etc.”)
- List previous jobs and responsibilities without saying what the contribution was
- Include every singly educational achievement since age 14 – instead focus on what you’ve done since you started college



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# What prepared students will do...

- ✓ Write the resume for a junior analyst
- ✓ Have the resume reviewed by an insider (use MiddNet or LinkedIn)
- ✓ Check and re-check your resume daily for a week to insure absolutely no mistakes
- ✓ Focus the resume on School brand, GPA, work experience, and your “X” factor
- ✓ Devote 50% of your resume to your experience (yes, club leaderships counts!)
- ✓ Write about each experience with focus on what you did to improve the organization



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# Questions?

**Resume Reviews/Quick Questions: GO/PCAS**

**Career Advisor Appointments: GO/Handshake**



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