

# CV GUIDE AND CHECKLIST



Durham University  
Finance Society

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# CV KEY POINTS

- **1 page ONLY**
- **NO profile**
- Is everything relevant? Is the most relevant experience given the most space?
- Positive learning spin
- What did you actually do? Responsibility, not just participation
- Organise sections according to what best fits your experience
- Consistency with punctuation, alignment, grammar, layout etc.
- List all experience in reverse chronological order (most recent first)
- Clarity and concision – would you want to read it?



# KEY COMPETENCIES

- **Commercial awareness**
- **Organisation**
- **Teamwork**
- **Communication**
- **Drive and work ethic**
- **Leadership**
- **Time management**
- **Negotiation/persuasion**
- **Analysis and research**
- **Problem-solving**



# KEY COMPETENCIES

- Keep the key competencies from the previous slide constantly in mind
- Try to demonstrate every one at least once in your CV, and also focus on the qualities which are most applicable to the job. For example:
  - Trading: working under pressure, assertive, quick learner, sociable, market insight
  - Corporate finance (M&A): project-based tasks, communication skills, ability to work long hours, driven, attention to detail
  - Research: strong verbal and written communication skills, analytical, focussed
- You will always need to demonstrate teamwork and strong numerical abilities



# CV LAYOUT

- **Name and contact details (incl. email and mobile)**
- **Education**
- **Employment History**
- **Work Experience/Voluntary and Charity Work**
- **Positions of Responsibility (if applicable)**
- **Extracurricular Activities**
- **Interests**

Divide these three sections according to what best fits your experience  
You may not need to include all three on your CV

(No need to include references)



# PERSONAL DETAILS

- Is your name clear and at the top? (Don't write 'Curriculum Vitae')
- Is your email address professional, and one that you check regularly? And voicemail?
- Will the employer be able to contact you easily at this address?
- Do your personal details account for no more than 4 lines?
- International students: is your visa situation clearly stated? Make this stand out if you feel this will work in your favour

DO NOT INCLUDE: photo, DOB, marital status, nationality



# EDUCATION

- Are all qualifications and grades disclosed?
- Have you listed your most recent qualifications first?
- Include expected year of graduation
- If you've listed modules, are they relevant?
- Is there a team project that you could discuss?
- Include your dissertation title only if subject is relevant to the job
- Have you received any scholarships or awards?
- A Levels and GCSEs should cover no more than 2 lines
- Do not list your GCSE subjects
- International students: have you stated the equivalence of any internationally obtained qualifications?



# EDUCATION

## Education

Durham University	BA Economics	2014 - 2017 (expected)
Downe House, Berkshire	A Level and GCSE	2007 - 2014
A Level:	A*AA (Economics, Mathematics, Physics)	
GCSE:	10 x A*, 1 x A including English and Mathematics	





# EMPLOYMENT

## Is it clear for how long you worked?

e.g. NOT: July 2012; or April 2013

Instead: 1 week, July 2012; or 8 weeks, March – April 2013

## Were you promoted or asked to return?

## What did you *actually* do?

e.g. NOT: Improved organisational skills

Instead: Methodical filing and database management

## And is this relevant to the job for which you're now applying?

e.g. When writing a CV for trading:

NOT: Work experience at hedge fund; shadowed senior partner

Instead: Work experience at hedge fund; gained understanding of financial markets and appreciated importance of financial news by using Bloomberg terminal



# EMPLOYMENT

## **SEB Merchant Banking Summer Intern** (6 weeks, August – September 2014)

- Carried out in-depth company research by sourcing annual reports and financial information
- Data input from accounts into Comp sheets for equity valuations
- Thorough research into client companies for compliance purposes, including analysing financial history and management interests
- Created presentations for company strategy, researching financing through equity and debt
- Gained an understanding of credit rating calculations, using SEB's internal system

## Employment

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### **Rothschild:** Researcher, Global Financial Advisory (Gap Year Internship) (Sep 2012 – Sep 2013)

- Equity, market and economic research for Rothschild employees globally in M&A, DCM and ECM
- Sourcing brokers, accounts, ratings and market research reports using a variety of databases (incl. Bloomberg)
- Compiling public information booklets covering an international range of companies and sectors
- Worked particularly closely with the DCM team and healthcare and leisure M&A teams to create pitchbooks which were sent directly to clients



Organise sections according to what best fits your experience, such as mixing paid and voluntary work:

### **Employment and Volunteer History**

- **MARA** - Malaysian Ministry of Rural and Regional Development (January 2013 – July 2013): Spent eight months working in a rural state boarding school as an English teaching assistant, responsible for planning and delivering lessons to 30 Malaysian students at a time; was asked to take on a greater number of classes due to good performance.
- **Burrington Inn** (September 2012 – January 2013): Waiter, taking orders and running the bar.
- **Glastonbury Festival** (June 2010 and 2011): Volunteer staff member at the Information Centre.
- **Lye Cross Farm Shop** (October 2010 – March 2011): Sales assistant, working behind the deli counter and on the till.



# WORK EXPERIENCE

## Work Experience

**Diagnostic Virology Department, St. Mary's Paddington (Aug 2011):** Studied diagnostic tools for viral diseases including PCR, serology and cell sampling, as research for Cambridge Pre-U Diploma Independent Research Report

**Cox Manning, Accountants & Tax Advisers (Aug 2010):** Preparation of accounts and preliminary spreadsheets; meeting and greeting clients; administrative help; reception work; events management and travel organisation.

**Arblaster & Clarke, Wine Tours Worldwide (Aug 2010):** Proof-reading; data entry and database management; financial archiving; research; client email correspondence, taking on role of absent employee – asked back for paid employment to proof-read following season's brochure.

**Insight Days at Ernst & Young and Deloitte:** Conducted advisory meetings with imitation clients.

## Work Experience (1 week)

**Cluttons: Property (July 2012) –** Research on the property market, updating invoices and calculating relative asking prices.

**Freud Communications: PR (September 2011) –** Wrote and proof-read press releases, updated client exposure databases, communicated with clients when visiting a marketing campaign.

**Hills Balfour: Travel marketing (July 2011) –** Events organisation, wrote and proof-read press releases, research.



# INTERNSHIPS

## Spring Insight Programmes

<b>Bank of America Merrill Lynch:</b> Global Corporate and Investment Banking	(7 – 11 April 2014)
<b>Credit Suisse:</b> Investment Banking Division, Equities and Fixed Income	(31 March – 4 April 2014)
<b>Rothschild:</b> Global Financial Advisory	(24 – 28 March 2014)

OR

## Internships

**Bank of America Merrill Lynch:** Global Corporate Banking and Debt Capital Markets (Incoming; July – August 2015)

**Spring Weeks: Bank of America Merrill Lynch, Credit Suisse and Rothschild** (March – April 2014)

**Rothschild:** Researcher, Global Financial Advisory (Gap Year Internship) (Sep 2012 – Sep 2013)

- Equity, market and economic research for Rothschild employees globally in M&A, DCM and ECM
- Sourcing brokers, accounts, ratings and market research reports using a variety of databases
- Compiling public information booklets covering an international range of companies and sectors
- Worked particularly closely with the DCM team and healthcare and leisure M&A teams to create pitchbooks



# POSITIONS OF RESPONSIBILITY

## Positions of Responsibility

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- **Careers and Alumni Officer, St Chad's College** (March 2014 – present): Presenting CV and application workshops, as well as arranging and hosting networking evenings with alumni and other contacts
- **Events Manager, Durham Investment and Finance Group** (March 2014 – present): Research and booking of venues for sponsors' events; responsible for the organisation of the inaugural Durham Finance and Business Ball
- **Course Representative, Durham Biosciences Staff/Student Consultative Committee** (Oct 2013 – June 2014)
- **Chairman of the Charity Fashion Show Committee** (March 2012): Contacted over 150 fashion houses in order to gain loans and donations, and arranged their delivery and return; sole management of the finances, from which the event raised over £8,000; succeeded in arranging coverage of the show in national media
- **Downe House Sixth Form**: Academic Scholar, Ambassador and President of the Oratory Society

Include this section in your CV in order to show off particularly impressive extracurricular activities



# VOLUNTARY WORK

## Charitable and Voluntary Work

**Reading Partner, Tower Hamlets Education Business Partnership** (Jan 2013 – July 2013): Weekly one-to-one reading support for a primary school child, helping to improve his pronunciation and general literacy skills.

**Mentor, Rothschild Gifted and Talented Mentoring Program** (Sep 2012 – July 2013): Monthly meetings and regular email correspondence with a GCSE student to assist with employability and interview skills, and organising work experience.

**Fundación Jatun Sacha, Galápagos Islands** (Feb 2013): Conservation work for two weeks on a biological reserve, volunteering with the Ecuadorian Ministry of Agriculture; invasive species control, tourism management and reforestation.

**St Catherine's Hospice** (Sep 2010 – Sep 2012): Part-time assistance in the catering department serving patients and guests; taking shifts at short-notice, as well as events management, administrative help and stock maintenance.

**Fashion Show** (March 2012): Responsible for organising this event to raise over £8,000 for charity, coordinating with fashion houses to arrange delivery and return of over 100 items of clothing, and with national media for event coverage.

Include this section in your CV if you have enough examples, and if all experiences demonstrate at least one of the key competencies

Note that the Fashion Show experience could apply instead to Positions of Responsibility – see the previous slide





# EXTRACURRICULAR ACTIVITIES

- Music? Sport? Art? Drama? Societies? DofE? Positions of responsibility? Charity or voluntary work? Fundraising events? Events organisation?
- Can you use this section to demonstrate examples of skills and competencies that you need for the job?
- Have you lived/worked abroad or done some travelling?
- Is there evidence of serious commitment to at least one activity?

# INTERESTS

- Just a few key ones, rather than giving a long list
- Make it varied, rather than all sport, for example
- Alternatively, your interests may be obvious from your extracurricular activities; you don't need to state them explicitly



# EXTRACURRICULAR ACTIVITIES



## Extracurricular Activities

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- Current member of the college women's rugby, badminton and basketball teams
- Member of school rowing, basketball and football teams, and played squash for Shropshire
- Silver Duke of Edinburgh Award (2010)
- Member of school Chapel Choir
- Regularly participated in drama productions throughout school, winning prizes for acting and directing, including an award for Best Production whilst completing GCSEs

## Extracurricular Activities

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- Gold Duke of Edinburgh Award (July 2012).
- Currently play netball for the University of Exeter and captained the 1<sup>st</sup> netball team at school, as well as being a member of the 1<sup>st</sup> tennis team.
- International experience: lived in the USA for 6 years (2005-2011) and recently travelled independently around Asia for 6 weeks (July-August 2013).
- Head of House at school (2011-2012): responsible for the welfare of over 100 students, and coordinated with house staff for day-to-day running and organising large charity events.
- Played cello for 7 years and member of the school orchestra.



# LANGUAGES

If you have any languages other than English, it is good to indicate these on your CV, along with the proficiency:

- Native or bilingual
- Fluent
- Working proficiency
- Intermediate

(Where 'intermediate' is appropriate if you have studied the language at school/university but would struggle to use it in a business environment)

Please note: do not include languages for which you only have a basic or beginner's proficiency

However, it is interesting if you are actively taking classes to learn a language – include this under Extracurricular Activities



# CV CHECKLIST

- Are the sentences concise?
- Does everything have a positive learning spin on it?
- Is all education and experience listed in reverse chronological order?
- Has it been checked for spelling, grammar and correct use of language? Is capitalisation correct? E.g. BSc not Bsc; J.P. Morgan, not JP Morgan
- Ensure that you have the correct division names. E.g. Sales and Trading at Morgan Stanley = Securities at Goldman Sachs = Global Markets at BAML
- Does it follow a consistent layout and format? E.g. consistent alignment, dashes, full stops, colons, indentations, titles etc.
- Is the most relevant information given priority on the page/the most space?
- Do your section headings clearly reflect what information the sections contain?
- Is it clear to read? Does it fill the page? Does it look well organised?



# HELP

## Durham University Finance Society

- [www.dufs.co.uk](http://www.dufs.co.uk)

## Durham Careers, Employability and Enterprise Centre

- [www.dur.ac.uk/careers](http://www.dur.ac.uk/careers)