

Make an impression

Build your investment banking career at Nomura

Nomura CV Writing Tips

Your resume/CV should provide the best possible reflection of who you are, what you've done and why you are the right person for the role. Creating a professional resume/CV is vital to your success in your application process. While a strong resume/CV will not guarantee advancement, a poorly prepared resume/CV may eliminate you from consideration. Take as much time as you need to prepare a document that clearly and succinctly states your education and work experience.

As a new graduate entering a fast-paced industry, your resume/CV should fit on one page (for U.S. candidates) and a maximum of two pages (for Europe candidates).

Do	Do Not
Highlight Nomura's core competencies in your examples	Misrepresent your experience
Use reverse chronological order	Include personal information (i.e. age, marital status, etc.)
Include: education (including GPA, SAT, GMAT, GRE scores), relevant coursework, work experience, leadership roles, skills	Repeat phrases
Include honours and awards, describe them succinctly, and calibrate the significance of each	Use creative resume/CV formats
Write clearly and concisely	Use full sentences
Write in active voice, using verbs	Use abbreviations
Use a "professional" font (i.e. Times New Roman, Arial, etc.) and make sure that the font size is readable (10-12 point)	Include an objective or personal statement
Ensure spelling and grammar are correct	Misrepresent your language proficiency (you might be interviewed in that language)

Remember that Nomura looks for core competencies in candidates. We look for demonstration of excellence across these competencies in your background, as indicated in your resume/CV:

- Problem-Solving / Analytical Skills
- Team Skills / Professional/Presence
- Leadership
- Initiative
- Communication

Keep these criteria's in mind when you are deciding what to highlight in your resume/CV. For example, if you made an impact as the leader of a relatively small campus organisation, this is likely more impressive than simply having been a member of a prestigious organisation. We want to know the impact you have made.

If you have work experience, you should communicate information about the size of the organization, the scope of your role and your specific accomplishments in each role. If you went above and beyond job requirements, highlight this fact.

Personal impact is important:

- The interview is a SELLING process and it is highly competitive
- Impression management – body language, composure, volume
- Always look the interviewer in the eye and use their name
- Appearance – business attire is always required

Using your CV in an interview:

- Know your CV thoroughly and be prepared to discuss any detail on it
- Be able to explain clearly why you made certain choices (e.g., internships, summer or school jobs)
- Be able to explain any gaps in your history

Answering questions:

- Answer the question that is being asked
- Take a moment to think about your answer – a well thought out and clear answer is better than a fast answer
- Stand by your reasoning BUT admit when you do not know something
- Remain composed and balanced

Next steps:

- Research company competencies and draft customised CVs
- Review and put aside; then review again with fresh outlook....and again and again
- Identify at least 2 people to review your CV and provide feedback – acid tests to include:
 - Do they understand your background and story
 - Can they point to specific accomplishments
 - Proof reading to spot spelling and grammatical errors
 - Buzzword / jargon check

Resources available to you:

- Your University careers service
- Your peer group: exchange CVs. Get input on your own CV, and learn to give constructive feedback to others
- Get as much interview practice as you can and ask for feedback after each interview
- Industry publications - Wall Street Journal, Financial Times, Economist
- Relevant student societies at your university, e.g. Finance Society, Investment Banking Club etc
- Make use of internet sources, e.g. for psychometric testing
- Check the recruiting organisation's web-site: what do they want?
- Ask the company representatives what the recruiting process involves
- Network: meet people and develop relationships in the industry

Apply online: www.nomura.com/careers