

STANDING OUT FROM THE CROWD

EFFECTIVE Résumé



Difference: Résumé vs. CV

- Difference: Length and Purpose
- Résumé:
 - ▣ 1 or 2 page summary
 - ▣ Brief and concise
- CV:
 - ▣ More detailed
 - ▣ For positions @ academic / scientific organization

Why a Résumé?

- To get you an INTERVIEW
- Don't assume employers will look past Résumé
- Weak Résumé = end of application

Résumé – Your Résumé IS YOU

- Know what the employer is looking for – give the people what they want
- One size fits all approach is a waste of time
- Electronic screening – be aware of key words
- Make it interesting – you are the 57th CV employer has read today

Résumé – The Rules

- 1-2 pages maximum
- Clear font – don't over stylise
- Your NAME across top – WE KNOW it's a Curriculum Vitae / Résumé
- Footnote your contact details in every page
- Reverse Chronological – most recent first

Résumé – The Rules

- Punchy, snappy and accurate – this is a selling document
- Use action verbs – Initiated, Supervised, Instrumental in, Analysed, Promoted, Succeeded - Avoid “I” and “me”
- Proof read it to death – and then get a very literate friend to do the same, spell checker IS NOT ENOUGH

Résumé – The Layout

- Name
- Full Contact Information – presentable email address !
- Education – focus on recent education
- Work Experience – not merely a job description
 - ▣ Relevant to application e.g. IFRS workshop
 - ▣ Other Work Experience

Résumé – The Layout

- Achievements and Awards

- Academic
- Societies
- Sports
- Charitable/NGO/Volunteer
- IT skills
- Languages

- Interests

Résumé – The Layout

- If it's important to YOU, then it's important to put it on your Résumé

Sharpen your Work Experience

- Give each job a title. E.g. Analyst, Audit Intern
- Describe role and responsibility + Achievements
- Show relevance (within reason!)
- Make dates easy to follow

Achievements, Awards, Interests

- Crucial to your Résumé
- Area where candidates differentiate themselves
- Make them WANT to meet you
- Be different, be original....but not scary!

Application Forms

- Online Forms – Instructions are there to be READ
- Print it out before sending
- Watch your email address
- Hard Copy Forms – copy it and practise
- Keep a copy

Résumé – Deal Breakers

- Typo's - spell checker is not always your friend
- Grammatical errors - beware the stray “ ’ “
- Txting lingo is nt gr8 - go back to basics
- Inaccurate information or just plain lying
- Format – remember you are 57th on that pile
- Believing one size fits all
- The reviewer is looking for reasons to reject your CV

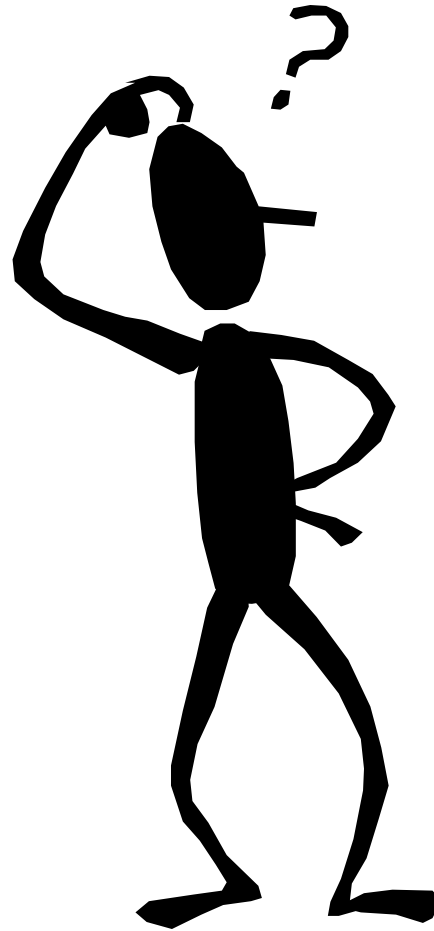
Suggested Key Words for Résumé

- ☐ Accelerate
- ☐ Adapt
- ☐ Advise
- ☐ Analyze
- ☐ Cooperate
- ☐ Coordinate
- ☐ Create
- ☐ Establish
- ☐ Evaluate
- ☐ Facilitate
- ☐ Identify
- ☐ Implement
- ☐ Improve
- ☐ Increase
- ☐ Introduce
- ☐ Manage
- ☐ Maximize
- ☐ Minimize
- ☐ Negotiate
- ☐ Organize
- ☐ Oversee
- ☐ Participate
- ☐ Pinpoint
- ☐ Promote
- ☐ Save
- ☐ Spearhead
- ☐ Supervise

Interviews

Your STUNNING Résumé is ready.... But wait
You have an interview

IT'S SHOWTIME !



Interviews

- ❑ Tell me about yourself
- ❑ Walk me through your CV
- ❑ What experience do you have in this field?
- ❑ What do you know about our organization?
- ❑ Are you applying for other jobs?
- ❑ Why should we hire you?
- ❑ What is your greatest strength?
- ❑ Do you have any questions for me?

Finance Interviews

- ❑ What exactly do investment bankers (or investment managers, etc.) do?
- ❑ Here's a whiteboard. Stand in front of it and present a chapter from your favorite finance textbook. You have five minutes.
- ❑ What are the valuation techniques?
- ❑ What is Capital Asset Pricing Model (CAPM)?
- ❑ What is Beta? How do you unlever a company's Beta?
- ❑ Name three companies that are undervalued and tell me why you think they are undervalued.

Finance Interviews

- Is 10 a high P/E ratio?
- What did the Nifty / Sensex close at yesterday?
- Can you tell me about a recent IPO that you have followed?
- Do you invest in stocks? If yes, in which stocks have you invested and why?
- If you read that a given mutual fund has achieved 50 percent returns last year, would you invest in it?
- How would you value a perpetual bond that pays you Rs.1,000 a year in coupon?
- If you believe interest rates will fall, should you buy bonds or sell bonds?

Finance Interviews

- How many basis points equal .5 percent?
- Where do you think the U.S. economy will go over the next year?
- What is the currency risk for companies like TCS, Infosys, Wipro?
- When would you buy a put option on Infosys stock?
- Describe a recent M&A transaction that you've read about.
- What is the size of the market for a new PC game in India?

Thank You &
All the Best for challenges ahead