

# FirstName LastName

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## EDUCATION

### University of Nottingham

09/2019 - 07/2022

- Degree Title - XX% Average (Predicted First Class Honours)
- Relevant modules: e.g. Introduction to Finance (XX%), Quantitative Economics (XX%)

### Full School Name

09/2005 - 07/2019

- A Levels - 123 (Subject 1, Subject 2, Subject 3)
- GCSEs - XA\*s, XAs, XBs including Mathematics (X) and English Language (X)
- Any Awards or Scholarships

## RELEVANT EXPERIENCE

### Company or Society Name | Role | Location

Start Date - End Date

- One line about the placement or role and what you learnt
- One line on what you did, your responsibility, and skills gained
- One line on the impact you had and any achievements, quantify where possible

### Nottingham Economics and Finance Society | Equity Fund Analyst | Nottingham

10/2019 - Present

- One line about the placement or role and what you learnt
- One line on what you did, your responsibility, and skills gained
- One line on the impact you had and any achievements, quantify where possible

### Firm Name | Work Experience | London

08/2019

- One line about the placement or role and what you learnt
- One line on what you did, your responsibility, and skills gained
- One line on the impact you had and any achievements, quantify where possible

### Start-Up Name | Founder and Director | London

01/2018 - 03/2019

- One line about the placement or role and what you learnt
- One line on what you did, your responsibility, and skills gained
- One line on the impact you had and any achievements, quantify where possible

### Firm Name | Volunteer | London

07/2017 - 09/2017

- One line about the placement or role and what you learnt
- One line on what you did, your responsibility, and skills gained
- One line on the impact you had and any achievements, quantify where possible

## EXTRACURRICULAR ACTIVITIES

### Role | Society or Club Name | Location

Start Date - End Date

- One line about the role and responsibility
- One line on the impact you had and any achievements, quantify where possible

### Treasurer | Asian Society | University of Nottingham

03/2020 - Present

- One line about the role and responsibility
- One line on the impact you had and any achievements, quantify where possible

### U18 Captain | School Cricket Team | London

09/2018 - 04/2019

- One line about the role and responsibility
- One line on the impact you had and any achievements, quantify where possible

## ACTIVITIES AND INTERESTS

- **Sports:** one line on any sports you play/are interested in
- **Interests:** genuine interests inside and outside of the industry you are applying to
- **Languages:** state all languages you know and proficiency, e.g. English (native), Spanish (advanced)
- **Technical Skills:** state your proficiency in coding languages or MS Office, e.g. Python (intermediate), MS Excel (basic)

## Advice and Tips

### Personal Information:

- Your full name at the top should be larger than the rest of your CV.
- Use a professional personal email, not your University email.
- Shorten your LinkedIn URL, click [HERE](#) for instructions.
- Do not include your home address.
- Do not include a short introduction paragraph at the top, e.g. I am a hard-working individual interested in Investment Banking etc.

### Education:

- Only put modules if you scored highly and ensure they are relevant to the industry you are applying to.
- No need to state all GCSE's, only Mathematics and English Language are required.
- State any School/University awards, scholarships, achievements or completed courses here.

### Relevant Experience:

- Each bullet point should be a maximum of one line and try to fill each line to the end of the page.
- Quantify as much as possible using numbers/figures, firms love to see your metrics of success.
- When talking about the impact you made, ensure to explain the outcome as well e.g. implementing XYZ led to X% increase in annual turnover from 2019-2020.
- Don't start bullet points with 'I', each line should start with an action verb, e.g. Invest, Completed, Developed, Enhanced, Improved etc.
- Write more bullet points for your recent experiences (up to 3), and less for older experiences.
- Make sure to portray key competencies in your CV, such as leadership and teamwork.

### Extracurricular Activities:

- Make sure to include your positions of responsibility (e.g. in societies), projects you have been involved with and any notable awards/achievements here.
- This section can be replaced with 'Positions of Responsibility' instead if you don't have any other relevant extracurricular activities.

### Activities and Interests:

- Your activities and interests are very important, this is what makes you different to everyone else and shows who you are outside of the working environment, so don't neglect this and try not to be generic.

### General Advice:

- Ensure every section is in reverse chronological order (i.e. most recent first).
- If you need more space, decrease the spacing between lines and make the margins narrower, however, don't pack your CV with all your experiences - simply choose the most relevant and impressive ones.
- Consistency and formatting on a CV are as relevant as the content.
- CVs should strictly be no longer than 1 page in banking.
- Each line of your CV should be meaningful, concise and add value, do not waffle.
- Use Arial, Calibri or Times New Roman for the font, and font size should be no smaller than 10 (except the name at the top which should be bigger and bolded).
- Don't lie on your CV, you will get caught out in the future!
- Make sure to print out your CV to double check for any spelling mistakes or misalignments.
- When submitting CVs in applications, ALWAYS convert to a PDF before uploading.
- Do not include 'References Available upon Request' at the bottom of your CV.

### Most important advice:

This is just a template. Personalising your CV is what makes you stand out in the recruitment process, so simply copying and pasting the titles and formatting may not be as applicable to you than to others. For example, you can put society roles under a different heading called 'Positions of Responsibility', change the dates to words (e.g. Sep 2019 - Present), or even have a separate section for achievements if you have a lot to show off. The CV has to be tailored to your own experiences - there is not one perfect CV format, however, all strong CVs have the same basic content and clear structure.