

Resume



Key aspects of applications: Resume

What is the purpose of a resume?



Conceptual Model

Your resume is...

1. A first impression
2. Your life on a single piece of paper
3. Always evolving
4. NOT a CV

Key Requirements

Some basic requirements are...

1. Must be memorable in terms of content
2. Tell a coherent story
3. Attention to detail and consistency
4. Concise and results drive



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What does a great resume look like?



JIMMY Y.H. JIANG

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EDUCATION

Cornell University, College of Arts and Sciences Expected May 2022
B.A. Economics, History (Double Major) Ithaca, NY
GPA: 3.81 | Awards: Dean's List, Dav's United World College Scholar
Relevant Coursework: Financial Accounting, Python, Probability Models, Intermediate Macroeconomics
SAT Reasoning: 1550/1600 | SAT Subject Tests: Math II 800, Physics 780

PROFESSIONAL EXPERIENCE

J.P. Morgan Aug 2021 - Present
Incoming Full-Time Investment Banking Analyst Hong Kong

- Received return offer after a nine-week summer internship rotating between FIG and Leveraged Finance
- One of 11 summer analysts to receive a full-time offer, out of initial internship applicant pool of 1,000+
- Buy-side advisor for one of Taiwan's largest banks in ongoing acquisition of US 2bn+ consumer banking business
- Pitched IPO to one of Thailand's largest life insurance companies and informed valuation (Comp, SOTP, GGM)
- Presented US 1bn term loan transaction for HKEX-listed Chinese pharmaceutical company to the entire Syndicated & Leveraged Finance team and the Vice Chair of Investment Banking for Asia Pacific
- Launched 3-year US\$2.5bn refinancing loan for one of Thailand's largest private companies into syndication

Admiralty Harbour Capital Limited Jun 2019 - Aug 2019
Investment Analyst Intern Hong Kong

- Built and mapped a distressed HKEX-listed beverage company's debt repayment schedule from scratch
- Pitched Restructuring Support Agreement (RSA) precedents to firm's Capital Markets & Advisory Department
- Researched and discussed conditions for REIT authorization in Singapore and Hong Kong with clients
- Accelerated primary issuance of USD 100M+ offshore bonds by writing notices and conducting due diligence

Singapore Civil Defense Force Oct 2016 - Aug 2018
First Sergeant (National Service) Alexandra Fire Station, Singapore

- Commanded four firefighters during fire, rescue, medical and hazmat emergencies over 150+ 24-hour shifts
- Responded to 300+ incidents and covered a station boundary of 60 km² and ~500,000 residents

EXTRACURRICULAR ACTIVITIES AT CORNELL

Delta Sigma Pi Professional Business Fraternity, Omicron Rho Chapter Sep 2019 - Present
Alpha Theta Pledge Class, Active Brother Ithaca, NY

- Conducted seven case studies over nine weeks and fielded live questions on financials and strategy
- Presented hypothetical Nike-Garmin acquisition with comparables analysis, DCF valuation and other models

Cornell Social Business Consulting Sep 2018 - Present
Director of Professional Development, Former NME Director, Former PM, Former Consultant Ithaca, NY

- Responsible for planning weekly meetings, engaging alumni, and holding professional workshops for the club
- Work with others on the Executive Board to handle internal conflicts and oversee project progression
- Led 7-week New Member Education (NME) series covering consulting basics, technical skills, client etiquette
- Managed creation of an ESG benchmarking framework for a LatAm-based VC fund as Project Manager (PM)

SKILLS & INTERESTS

Languages: Native English, Fluent Mandarin, Conversational Cantonese
Skills: Python - Bloomberg Terminal - Stats - Microsoft Office Suite - CPR/BLS
Interests: Tennis - Basketball - Scuba Diving - Vince Gilligan (Film) Photography - Poker - Formula 1

Education

- School, major, GPA, test scores
- Honors and activities
- Relevant coursework

Professional Experience

- Work experiences
- Club experiences (maybe)
- Competitions

Campus Activities

- Club experiences
- Competitive experiences
- Personal Projects

Skills/Interests

- Languages
- Technical and Software skills
- Certifications
- Interests



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Education



Your name here

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- For coursework, list relevant and interesting courses for the career you are pursuing – if you are interested in banking, financial accounting is much more compelling than oceanography
- For academic performance, you should list your GPA only if it's over 3.0; firms may ignore lower GPAs on the resume
- For standardized testing, investment banks and management consulting firms typically want to see scores; the tech industry doesn't care, and other industries don't find it critical
 - Can't hurt to list your scores if you did well



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Professional Experience and Campus Activities



Admiralty Harbour Capital Limited

Investment Analyst Intern

Jun 2019 – Aug 2019

Hong Kong

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Note: Specificity is key

Always start with a verb

- Suggest leadership / initiative
- Examples:
spearheaded, led, presented, pitched, launched, conducted...

Task/Goal

- Each bullet point should illustrate a concrete task
- You create the task here, so you can talk about what you did intelligently
- **Quantify** whenever possible

How you helped

- Show how you helped – did you write memos / conduct DD, did you write meeting minutes, build models, research market, etc?



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Additional examples



Example 1

- *Spearheaded a research report on Kroger's competitive positioning for a new product entry; communicated findings to the Global Head of Strategy*

This bullet point has **4 component parts**

- | | |
|--|---|
| 1. Action word: "Spearheaded" | 3. The Why*: "new product entry" |
| 2. The What: "research report on Kroger's competitive positioning" | 4. The Result: "communicated findings to the Global Head of Strategy" |

Example 2

- *Constructed a profit projection model using Excel; factored in macroeconomic trends with bear-base-and-bull sensitivity*

This bullet point has **additional component parts**

- | | |
|---|---|
| 1. Process: "constructed a profit projection model" | 3. Content/Drivers: "factored in macroeconomic trends with bear-base-and-bull case logic" |
| 2. Tool: "Excel" | |



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Skills and Interests



SKILLS & INTERESTS

Languages: Native English, Fluent Mandarin, Conversational Cantonese

Skills: Python · Bloomberg Terminal · Stata · Microsoft Office Suite · CPR/BLS

Interests: Tennis · Basketball · Scuba Diving · Vince Gilligan · (Film) Photography · Poker · Formula 1

- Only list skills that you're totally comfortable with...employers can and will test you
- For jobs in London/HK, extra language is a plus
- Try to avoid incredibly generic skills – while the above example uses Microsoft Office, opt to use your space for valuable abilities
- For tech or a skill-based industry, you can list skills at the top
- Avoid generic interests like “Reading” – these will be glazed over and don't spark conversation. Try something more specific like “reading immigrant memoirs”