Resume





Key aspects of applications: Resume



What is the purpose of a resume?

Conceptual Model

Your resume is...

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

Key Requirements

Some basic requirements are...

- Must be memorable in terms of content
- Tell a coherent story
- Attention to detail and consistency
- Concise and results drive



Key aspects of applications: Resume



What does a great resume look like?

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Cornell University, College of Arts and Sciences H.A. Economics, History (Double Major)

Expected May 2022

GPA: 3.81 | Awards: Desn's List, Davis United World College Scholar

Dhaes, NY

Relevant Coursework: Financial Assessming, Python, Probability Models, Intermediate Macroscomonics SAT Reasoning: 1550/1600 | SAT Subject Tests: Math II 800, Physics 780

PROFESSIONAL EXPERIENCE

Aug 2021 - Present

Incoming Full-Time Insestment Banking Analyst

- Reserved return offer after a nine-week summer internship rotating between FIG and Leveraged Finance
- One of 11 summer analysts to receive a fulf-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 Pitchel IPO to one of Thailand's largest life insurance companies and informed valuation (Congs. SOTP, GGM)
- · Presented US 1bu term from transaction for HKEX-listed Chinese pharmaceutical company to the entire
- Syndicated & Loveraged Finance team and the Vice Chair of Investment Banking for Asia Pacific Launched 3-year US2.5hn refinancing loan for one of Thailand's largest private companies into syndication

Admiralty Harbour Capital Limited Innestment Amilyst Intern

Jun 2019 - Aug 2019 Hong Kong

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

Singapore Civil Defense Force

Oct 2016 - Aug 2019 Alexandra Fire Station, Singapore

First Sergeant (National Service)

Communeled four fivelighters during free 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. Alpha Theta Phelay Class, Action Brother

Sep 2019 - Present

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

Cornell Social Business Consulting

Director of Professional Development, Former NME Director, Former PM, Former Consultant - Bhain, NY

- · Rosponsible for planning weekly meetings, engaging alumni, and holding professional workshops for the chal-
- 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, elient etiquette
- · Managed creation of an ESG benchmarking framework for a LatAm-based VC food as Project Manager (PM)

SKILLS & INTERESTS

Languages: Native English, Flucut Mancharin, Conversational Cantonose Skills: Pythan - Bloumberg Terminal - Stata - Microsoft Office Suite - CPR/BLS

Interestat Tennis - Baskethall - Scuba Diving - Viner 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



Key aspects of applications: Resume



Your name here

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EDUCATION

Cornell University, College of Arts and Sciences

B.A. Economics, History (Double Major)

GPA: 3.81 | Awards: Dean's List, Davis 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

• 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

Expected May 2022

Ithaca, NY

- 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



Rey aspects of applications: Resume



Professional Experience and Campus Activities

Admiralty Harbour Capital Limited

Investment Analyst Intern

- 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 memos and conducting due diligence



Task/Goal

Suggest leadership / initiative

Always start with a verb

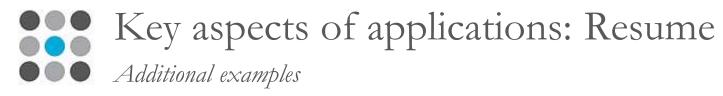
- Examples: spearheaded, led, presented, presented, presented, pitched, launched, conducted...
- Each bullet point should illustrate a concrete task
- You create the task here, so you can talk about what you did intelligently
- Quantify whenever possible

Jun 2019 – Aug 2019 Hong Kong

Note: Specificity is key

How you helped

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







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

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

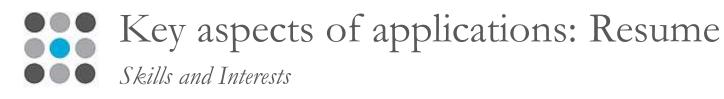
Example 2

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"
- 2. Tool: "Excel"

3. Content/Drivers: "factored in macroeconomic trends with bear-base-and-bull case logic





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"