Penn State Smeal College of Business Resume Guidelines: Finance

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Build Your Resume

The main goal of a resume is to concisely describe how your experiences and education are relevant to the position for which you are applying. Proper formatting is important to ensure that a recruiter can pick out your most relevant accomplishments in the initial few seconds of scanning.

Refer to the sample resume on the back to see examples of the information provided below. Following these specific tips will help you tailor your resume to a finance career:

Use an objective statement to highlight your interest area.

There are various career paths a finance education can prepare you for including corporate finance, investment management, and financial services. Your employment objective is useful to communicate your interest in a particular position or track. An objective statement should be short and to the point.

2 Include your GPA.

Finance recruiters consider GPA an important factor when evaluating candidates. You should always include your cumulative average. If your cumulative average is below a 3.0, consider including your major GPA if it is over 3.0. You can calculate your major GPA through eLion.

3 Highlight relevant experience.

Recruiters are keenly interested in what you have accomplished during your internships or co-curricular projects. Be sure to describe your accomplishments instead of simply listing your job duties. Indicate how your actions improved outcomes. Use industry specific keywords and quantify your accomplishments where relevant.

4 List leadership positions and/or activities.

The most desired skills ranked by recruiters are teamwork and communication (both written and verbal), however, the job description may alert you to other soft skills required. Describe your skills here in the same detail as you would in the relevant work experience section, noting your accomplishments.

5 List skills such as computer software knowledge that are relevant to the position.

Be sure to explain how you have used the skills through an activity, a project, or if you completed course work focusing on a specific program. Simply stating that you are proficient in Excel could be misleading to the recruiter. If a job description specifically lists software experience needed, make sure this is included in your resume.

Resume Tips

When drafting your resume, be sure to always keep the following in mind:

- > Never embellish on your resume
- > Check and recheck for spelling/grammar mistakes
- > Keep your resume to one page
- > Always communicate skills in every bullet point
- > Make sure the layout of your resume is easy to scan

For more tips or to schedule a resume review, visit the resource sections of the Career & Corporate Connections website.

Resources for Finance Students

The following are helpful resources for Finance majors at Smeal:

Penn State Career Services studentaffairs.psu.edu/career/cic/ **Investment and Analyst Career Paths** searchbydegree.com/financial-analyst-career.html **Finance Careers and Advice** efinancialcareers.com **Articles on Financial Careers** investopedia.com/articles/financialcareers **Finance Recruiting Consultants** career1source.com **Finance Job Postings** careers-in-business.com Jobs of the Week from the Wall Street Journal FINS.com/WSJ **Online Forum for Finance Professionals** wallstreetoasis.com

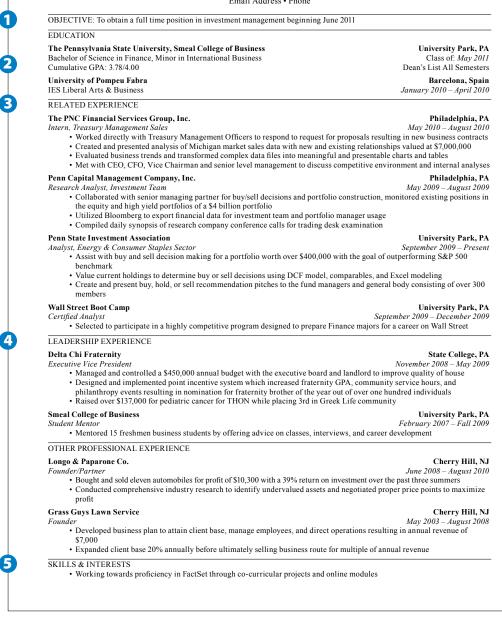
Get involved in a discipline-specific student organization: ugstudents.smeal.psu.edu/student-organizations



SMEAL College of Business

First and Last Name

Email Address • Phone



Skills and Industry Specific Language

The following are various interest areas in the field of finance and associated keywords that you should incorporate into your resume:

- > Key Language: analyze, financial, trends, communicate, drove, lead, execute, develop, initiate, assets
- > Corporate Finance: financial planning, cash management, acquire, budget, reconcile, capital, competitor, implement, optimize, forecast, procedure, data management, valuation, operating budget, monitor, report, compliance, negotiate, fiscal, inflation, currency, SWOT analysis, financial model
- > Investment Management: earning statements, performance, value, investments, advise, data processing and reporting, account, recommend, rating, commodity, evaluate, buy-side, sell-side, risk, decision, institutions,
- strategies, portfolio, manage, investor relations, competitive, organize, securities, fixed income, capital markets, mutual funds, stocks, comparables, ratios, DCF, leverage, modeling, pitch, equity, S & P, valuations, hedge fund
- > Financial Services: client, prepare, detail, decision, review financial statements, prepare reports, cash flow, historical data, project, document, leads, sales, product knowledge, projected
- Potential Technical skills: Excel, Bloomberg, Trade Station, FactSet, Morningstar, Reuters