

Resume Guidelines: Finance

Career & Corporate Connections | 114 Business Building | 814-863-6161 | smealcareers@smeal.psu.edu
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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:

1 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

First and Last Name

Email Address • Phone

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OBJECTIVE: To obtain a full time position in investment management beginning June 2011

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EDUCATION

The Pennsylvania State University, Smeal College of Business **University Park, PA**
Bachelor of Science in Finance, Minor in International Business Class of: *May 2011*
Cumulative GPA: 3.78/4.00 Dean's List All Semesters

University of Pompeu Fabra **Barcelona, Spain**
IES Liberal Arts & Business *January 2010 – April 2010*

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RELATED EXPERIENCE

The PNC Financial Services Group, Inc. **Philadelphia, PA**
Intern, Treasury Management Sales *May 2010 – August 2010*

- Worked directly with Treasury Management Officers to respond to request for proposals resulting in new business contracts
- Created and presented analysis of Michigan market sales data with new and existing relationships valued at \$7,000,000
- Evaluated business trends and transformed complex data files into meaningful and presentable charts and tables
- Met with CEO, CFO, Vice Chairman and senior level management to discuss competitive environment and internal analyses

Penn Capital Management Company, Inc. **Philadelphia, PA**
Research Analyst, Investment Team *May 2009 – August 2009*

- Collaborated with senior managing partner for buy/sell decisions and portfolio construction, monitored existing positions in the equity and high yield portfolios of a \$4 billion portfolio
- Utilized Bloomberg to export financial data for investment team and portfolio manager usage
- Compiled daily synopsis of research company conference calls for trading desk examination

Penn State Investment Association **University Park, PA**
Analyst, Energy & Consumer Staples Sector *September 2009 – Present*

- Assist with buy and sell decision making for a portfolio worth over \$400,000 with the goal of outperforming S&P 500 benchmark
- Value current holdings to determine buy or sell decisions using DCF model, comparables, and Excel modeling
- Create and present buy, hold, or sell recommendation pitches to the fund managers and general body consisting of over 300 members

Wall Street Boot Camp **University Park, PA**
Certified Analyst *September 2009 – December 2009*

- Selected to participate in a highly competitive program designed to prepare Finance majors for a career on Wall Street

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LEADERSHIP EXPERIENCE

Delta Chi Fraternity **State College, PA**
Executive Vice President *November 2008 – May 2009*

- Managed and controlled a \$450,000 annual budget with the executive board and landlord to improve quality of house
- Designed and implemented point incentive system which increased fraternity GPA, community service hours, and philanthropy events resulting in nomination for fraternity brother of the year out of over one hundred individuals
- Raised over \$137,000 for pediatric cancer for THON while placing 3rd in Greek Life community

Smeal College of Business **University Park, PA**
Student Mentor *February 2007 – Fall 2009*

- Mentored 15 freshmen business students by offering advice on classes, interviews, and career development

OTHER PROFESSIONAL EXPERIENCE

Longo & Paparone Co. **Cherry Hill, NJ**
Founder/Partner *June 2008 – August 2010*

- Bought and sold eleven automobiles for profit of \$10,300 with a 39% return on investment over the past three summers
- Conducted comprehensive industry research to identify undervalued assets and negotiated proper price points to maximize profit

Grass Guys Lawn Service **Cherry Hill, NJ**
Founder *May 2003 – August 2008*

- Developed business plan to attain client base, manage employees, and direct operations resulting in annual revenue of \$7,000
- Expanded client base 20% annually before ultimately selling business route for multiple of annual revenue

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SKILLS & INTERESTS

- Working towards proficiency in FactSet through co-curricular projects and online modules

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