

## Tailoring a resume for Investment Banking

Investment banks value specific core competencies in candidates but do not require that you have previous finance experience. The coursework offered at Tuck will prepare you well for a successful recruiting process, internship, and full time career in investment banking.

A candidate with a balanced skill set - a combination of quantitative and qualitative attributes - is more highly valued than a student whose strengths lie in only one area.

Review job descriptions and read company websites to see what firms look for in a great investment banker, tailoring your resume to meet those criteria.

Some core competencies that are most commonly sought:

- Achievement
- Leadership
- Analytical/problem solving skills
- Communications skills
- Personal presence
- Taking initiative

- Achievement** – High scores (undergrad GPA, GMAT), quick promotions, awards at school or work, non-work achievement (e.g., completing a marathon)
- Leadership** – leadership roles at school (class president, leader of a club, captain of a team sport, etc). In professional work - managing a team, leading a new initiative
- Analytical/problem solving skills** – could be reflected in your undergraduate degree or in your professional experience. Highlight analytical work experience
- Communication skills** – Giving verbal or written presentations to internal or external client; being able to take complex subject matter and explain it coherently
- Personal presence** – examples of where you have represented an organization and won business; worked with a senior client; positively influenced an outcome
- Taking initiative** - What have you done above and beyond your responsibilities that had positive impact

Your resume is often the first glimpse a company has of you. Make it pertinent, impactful, and error free!