

## CVs and Covering Letters in Brief

### THE CV

The reverse Chronological CV is suitable for most situations. It lists education and work experience in reverse date order (most recent first). Evidence of skills and achievements are built into the CV against the relevant experience.

#### Format and Structure

- Most UK CVs should be two A4 sized pages, unless otherwise stated by the employer. However some investment banks prefer a 1 page CV, particularly US banks. See: [www.manchester.ac.uk/careers/applicationsinterviews/cv/industry](http://www.manchester.ac.uk/careers/applicationsinterviews/cv/industry) If possible check with the employer in advance, and if in doubt, a focused 1 page CV will come across better than a 2 page CV which is padded out with less relevant content.
- Your best selling points should always come first within a section.
- Allocate space according to importance to the job for which you are applying – expand on areas of relevance.
- You can draw the recruiter's attention to relevant experience by grouping it together under an appropriate sub-heading eg Finance Work Experience, or Relevant Work Experience.
- Use headings which best describe the content of the section. Adapt the headings to fit your needs eg Awards and Achievements, Positions of Responsibility and Achievements.
- Putting lines between sections and the use of boxes or tables with lined borders can clutter up your CV making it difficult to read. Tables without borders can be useful for formatting neatly in columns.
- Use a standard font that is easy to read and looks professional. Use the same font style throughout.

#### Style

- Keep sentences short and precise.
- Bullet points can look effective and help you to write short, dynamic sentences. If you want to use paragraphs keep them short.

#### Content

- Must be tailored to the requirements of the reader. What skills and experience are they looking for?
- Spelling and grammar are very important; do not rely on spell checks.
- Personal profiles are optional; they are best suited to speculative applications or in circumstances where you are not using a cover letter.
- All skills claims must be backed up by evidence.

#### Structuring your examples - the CAR Model

**Context** – What was the situation – keep it brief, but specific.

**Action** – What did YOU do? What was your role? What actions did you take? Use action words.

**Result** – What was the outcome? What did you achieve? What was improved? Qualify and quantify.

#### References

Unless otherwise stated, provide names of two referees. These will depend on the role, your circumstances and what has been requested. More on references:

<http://www.careers.manchester.ac.uk/applicationsinterviews/faqs/>

### THE COVERING LETTER

When sending a CV, you need to include a covering letter. The covering letter is your personal sales pitch, where you introduce yourself as a candidate and discuss why you want the job. It should be professional and business like in style and layout. In brief it should cover:

1. Why you are applying to this company? - What makes them stand out from other similar companies?
2. Why you are applying for this role? - Your motivation for applying, show your understanding of the role.
3. The skills and experience you have that match the job description.

Covering letters should be tailored for each job. If you cut and paste the company name and use the letter for any other employer, your letter will not convince the reader that you want to work for them. Even the least experienced recruiter can spot a 'mailshot' at a glance!

**Vacancy Title: Spring Insight Programme**

Our five-day Spring Insight Programme will give you an in-depth view of how the investment banking industry works.

You will join us in our London office, either in the Investment Banking Division (including Fixed Income and Equities) or our support functions (which include Investment Banking Operations, IT and Finance). While you'll focus primarily on the area you select, you'll also get exposure to other businesses. You will take part in skills sessions, CV workshops and business information sessions, as well as social and networking events.

**Eligibility** - first-year students of a three-year degree course or second-year students of a four-year course, who are considering a career in banking.

Skills:

Whatever your academic background, you'll need to be:

- A leader who engenders loyalty, assumes responsibility and mobilises others
- A critical thinker with excellent problem-solving skills
- A proactive self-starter who achieves significant results
- A supportive and adaptable team member who can build strong relationships
- An articulate communicator who also recognises the importance of listening
- A contributor who is principled and committed to the highest standards of ethical behaviour

**Please note not ALL investment banks or finance roles require a 1 page CV**

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## Experience

### Clifford Chance, London, UK

July 2017

- Explored, analysed and reported the impact of legal changes for Partner pitches.
- Drafted due diligence summary for major private equity auctions.
- Produced an article on “the invitation to purchase” that was published by the Practical Law Company magazine.

### Village Ventures, New York, USA

April 2017

- Researched, analysed and presented a business report on global venture capital investment and future investment hubs.
- Report included economic and statistical metrics such as GDP, R&D to GDP ratios, recent venture capital investment and growth, IPO activity as well as statistics on entrepreneurship.
- Findings have now led to expansion of the Village Ventures network.

### Management Consulting Field Experience, Isenberg School of Management, USA

Sept – Dec 2016

- Worked with team to deliver a presentation to client board members to develop strategy on delivering and improving participation and engagement of their program through technology.
- Created and maintained a relationship with client’s board and management in order to gain information and further resources to achieve our goals as Head of Client Relations.
- Researched and analysed over 100 sources of quantitative and qualitative information from a wide array of sources such as journals, blogs and reports.

### Patron Capital, London, UK

July 2016

- Explored and analysed financial data, economic data and socio-economic information to deliver a report for future investment decisions.
- Built and organised a database using EBITDA, Market Cap and Stock prices of 300 companies to increase speed and ease of retrieving information used for future investment decisions.

## Education

### University of Manchester, UK BSc (Hons) International Management (Expected: 2.1),

2014 - 2018

- Core modules include Financial Decision Making (68%), Fundamentals of Management Accounting (66%), Investment Analysis (72%) and Financial Markets & Institutions (65%)
- Developed strong presentation skills through regular individual and group presentations. Played lead role in analysing case studies and recommending potential ways forward.

### University of Massachusetts at Amherst (Study Abroad Year)

2016-17

- Completed modules including Corporation Finance, Principles of Management, and New Venture Financing.

### Macclesfield Grammar School, UK

2008 - 2014

- **A levels:** Business Studies (A), Economics (A), Mathematics (A)
- **GCSEs:** 10 As including Mathematics and English

## Activities & Roles

### Founding Partner and Vice-President of the Students’ Business Union

2017

- Networked, presented and drafted official agreements with the heads of several business and economics-related student societies in order to establish mutually beneficial agreements and create a series of corporate and social events for over 500 students.

### Manchester University Leadership Program

2016

- Volunteered for projects to aid the local community & learnt from lectures delivered by industry leaders.
- As a team, raised £1450 for a local hospice, sourcing donations from business and the general public.

## Skills & Interests

Skills: Microsoft Office - Excel, Word, PowerPoint

Interests: Martial Arts, Cooking, Current Affairs, Travelling, Football