

# MASTER OF FINANCE RESUME GUIDE



CAREER  
DEVELOPMENT  
CENTRE





## MFIN RESUME GUIDE

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This MFin Resume Guide is designed to provide you with an overview to help you when writing your resume. Resumes vary in terms of style and formatting, but there are key elements that will help your resume get noticed. Refer to the sample resumes at the back for inspiration.

### Your Resume, Your Future!

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Your resume is a marketing document – marketing you to potential employers. It’s important because if done well, it will get you past the first screening and to an interview by demonstrating to recruiters what you know, what you have accomplished, what you can do for them and how well you will fit within the organization. Your resume reflects your personal brand and how you want to be identified in the market.

The first step toward completing a resume is identifying interests, skills, values and traits that will be important to potential employers. The second step is to identify and include your accomplishments - see page 17.

Remember, you can always contact the Graduate Career Advisor at the Career Development Centre to review your resume!

#### **Good to Know!**

Typically, a recruiter doesn’t read your resume, they will scan it in under 13 seconds!

### Top 10 Resume Tips

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1. Customize your resume to the job for which you are applying.
2. Be strategic – list what enhances your competitiveness for the position.
3. Focus on successes, results and achievements instead of listing your job duties (see page 13-14).
4. Always write in the third person – no “I”, “me” or “my”.
5. White space is important. Your resume should have adequate margins (no narrower than .75”).
6. Design to impress. Use formatting strategies that highlight rather than clutter.
7. Be consistent. Use bold type, italics, and capitalization in a consistent manner.
8. Do not use unusual fonts or those too small to be easily read in 10-12 point. All text should be the same font size with the exception of your name and possibly headings, which can be larger.
9. Be consistent with your tense. Current jobs are written in the present tense, past jobs are written in the past tense.
10. Try to limit yourself to two pages, anything past page two likely won’t be read. For some Finance positions, a one page resume is preferred. (See example resume on page 29)



**Resume at a Glance**

This is your Profile, your personal branding statement! Check page 11 to learn more.

Include one phone number that has voice mail and a professional email address. Physical mailing address is optional.

Include your LinkedIn profile short link. You can copy it from your profile, usually positioned to the left of "Contact Info".

**Jane Smith, MFin**  
 (204) 444-5555 • jsmith@hotmail.com • LinkedIn.com/in/janesmith

Enthusiastic and client-oriented finance professional with a proven record of accomplishments in various financial and client focused roles, supporting business goals and objectives. Expertise in directing financial operations and steering the execution of sales programs. Results-driven team player accustomed to managing multiple projects in fast-paced environments.

**PROFESSIONAL EXPERTISE**

- Adept at communicating with senior executives, management, vendors, and internal departments to co-ordinate overall financial operations
- Proficient in organizing, implementing and managing events, seminars and conferences
- Experienced in the implementation and design of the structure of the financial software for New Path Automotive Group.
- Strong team player/leader who excels in maintaining productive relationships with staff, peers, clients and management
- Skilled strategist with a proven track record of transforming operating plans into successful results

**CAREER HISTORY**

**NEW PATH AUTOMOTIVE GROUP - WINNIPEG** 2015 – Present  
*A coast-to-coast Automotive Group with dealerships in all major Canadian cities, serving customers with sales, financing, service and parts and collision repairs.*

**Financial Services Manager**

- Delivered outstanding service and financial advice to customers purchasing vehicles, presenting appropriate credit solutions and building strong rapport to maximize customer satisfaction and profitability for the business.
- Oversaw all financial operations while serving at the Winnipeg branch.
- Managed the performance of sales personnel in collaboration with a number of sales managers, proactively monitoring sales leads and appointment scheduling activities.

**Key accomplishments:**

- Achieved the top-performing credit insurance sales ranking with a penetration rate 18% above the group YTD
- Developed and implemented a number of initiatives to boost efficiency and improve sales turnover across several dealer locations, successfully maximizing profitability for the overall business.

**FINANCIAL ADVISORY SERVICES LTD. - WINNIPEG** 2010 – 2015  
*Independent financial planning firm with investment strategies including mutual funds, money markets, stocks, portfolio funds and GICs – assets under management total \$230M Canadian.*

**Program Delivery Consultant**

- Managed the delivery, development and promotion of various educational events and marketing programs for a financial company of approximately 1000 advisors and assistants.

**Optional section usually combined with the profile statement. Highlights main skills and expertise that are required in the job posting. This section can also highlight achievements.**

**Recruiters spend a few seconds reading through a resume. Organization and good formatting is essential. Divide sections with headings, underlines or bold fonts.**

**Including a short company profile is recommended especially if it is an overseas experience or less-known company.**

**Line-up all dates on the right-hand side, most recruiters like to read resumes in reverse chronological order.**

**Current job is written in a present or present-continuous tense. Past jobs are written in past tense.**

**Employers look for achievers who go above and beyond their job duties. Dig down and pinpoint what these are.**

**If past experience is not relevant to the job in question, then focus on transferable skills (especially soft skills) – see page 15**

**Don't list duties; write skill statements. Start with a strong action verb to engage the reader. See "Action Oriented Language" page 16.**



Readers' attention is naturally drawn to numbers, currency signs, and percentages.

- Developed and managed a wide range of marketing collateral, including promotional materials, direct-mail pieces and website content.
- Managed key internal and external relationships ensuring programs met company objectives and operated within budget parameters.

**Key accomplishments:**

- Proposed and launched a reward and recognition program for sales team and support staff
- Effectively negotiated contracts with vendors to save company over \$300,000
- Managed events budget of over \$2 million per year

Make sure there are no unexplainable gaps in your history.

**SHELTER CANADIAN PROPERTIES – CALGARY** 2008 - 2010  
*The overall objective of the company is to provide its clients with excellent investment opportunities which are supported by comprehensive fee and asset management services.*

**Mortgage Client Representative**

- Demonstrated a high standard of professionalism when dealing with phone and e-mail inquiries from clients, consultants and other individuals pertaining to mortgages.
- Served as a liaison with internal groups in a time sensitive atmosphere.
- Worked with a team on projects related to the startup of a new division.

**Key accomplishments:**

- Demonstrated immediate talents upon hire and excelled quickly to become recognized by management as key member of team
- Hand picked to be part of a team to assist in the integration of back office systems when division was transferred
- Recipient of the Employee Incentive Plan for outstanding performance two years in a row - 2003 and 2004

**EDUCATION & PROFESSIONAL DEVELOPMENT**

<b>Master of Finance</b>	2018
Asper School of Business, University of Manitoba	
<b>Canadian Securities Course</b>	2013
Canadian Securities Institute	
<b>Investment Funds Operations Course</b>	2012
Investment Funds Institute of Canada	
<b>Bachelor of Arts – Business Administration, Marketing</b>	2010
University of Winnipeg	

**VOLUNTEER AND COMMUNITY INVOLVEMENT**

Volunteer, Winnipeg Humane Society	October 2012 - Present
Member, Toastmasters Club	September 2011 - Present
Member, Asper MFin Student Association	2013 - 2015
Volunteer, Canadian Cancer Society, Calgary	2011
Volunteer and Participant, Terry Fox Foundation	2007-2008

Jane Smith (jsmith@hotmail.com) Page 2/2

Be strategic – certificates and courses can be important if relevant to the job in question.

Full dates showing duration can help explain work experience gaps.

Include volunteer experience with a high level of accountability or responsibility just like you would a paid job.

Include page number and try to limit resume to 2 pages or less.

If you have a degree from overseas and not sure if relevant, include a small description of degree or focus of the program.

If you held leadership roles then you may want to expand this section further in a similar manner to your paid experience.

Certain volunteer or community involvement experiences may align with the values of the employer. This could favor you over equally qualified candidates.  
**Do your research!**

Include footer on the second page for a more professional look and in case your pages get separated. You can also include your contact info.



## WHAT TYPE OF RESUME WORKS BEST FOR YOU?

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That depends on your personal circumstances and what you are applying for – you will need to decide. There are several basic resume formats, used to apply for positions, including chronological, functional or combination resumes.

See a description of each below:

- A **Chronological Resume** starts by listing your work history in reverse chronological order; i.e., with the most recent position listed first. Employers typically prefer this type of resume because it's easy to see what jobs you have held, your titles with a link to accomplishments and when you have worked at them.

This type of resume works well for job seekers with a strong, solid work history. It is the most common type of resume.

- A **Functional Resume** focuses on your skills and experience, rather than on your chronological work history. It allows you to focus an employer's attention first on your skills, competencies or achievements as they relate to the position you are applying for, without clearly identifying the timeframe in which you employed these skills. Therefore you can put relevant experience at the beginning of your resume, even if you accomplished these tasks in an early work experience. It is a good way to highlight transferable skills from one industry or position to another.

It is used most often by people who are changing careers or who have gaps in their employment history.

- A **Combination Resume** – which we usually recommend – allows you to combine the best components of the two previous resume formats. It lists your skills and experience first- your “Highlights of Qualifications” or “Career Achievements”. Your employment history is listed next.

With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.



**FOR SAMPLES OF ALL 3 FORMATS SEE THE NEXT FEW PAGES.**



**A. Sample Chronological Resume**

**Nick Young, MFIN Candidate**

+1 (222) 322-6657

[nyoung@email.com](mailto:nyoung@email.com) [linkedin.com/youngnick](https://www.linkedin.com/company/youngnick)

**Forecasting**

**Valuations**

**Relationship building**

High performance equity research analyst with 5 years of experience and a successful track record of long and short investment recommendations. Diversified background including experience in fundamental analysis, credit rating and deal structuring. Noted for deep expertise of companies under coverage and in-depth industry analysis. Effective team player with exceptional interpersonal skills and decision making abilities. Highly effective at dealing with challenging situations by leveraging analytical capabilities.

**EXPERIENCE**

**Senior Research Associate**  
**Capital Markets, RBC**

March 20\_\_ - present

- Research and analyze macroeconomic factors to identify global investment opportunities for the firm’s tactical investment decision making process.
- Build quantitative models to monitor portfolio performance, and develop attribution analysis to explain portfolio’s out performance & under performance relative to benchmarks. Create asset allocation models for monthly management meetings.
- Generate monthly and quarterly reports for global capital markets (equity, fixed income, and alternative investments), sector, industry performance, and macroeconomic fundamentals.
- Wrote analysis reports to contribute to firm’s top-down macroeconomic research efforts.
- Prepare presentations, booklets and other marketing materials for investment related meetings and conferences.

**Derivatives Trader**  
**New England Capital Services Ltd, Singapore**

June 20\_\_ - May 20\_\_

- Efficiently handled the analysis of futures market and performed arbitrage and hedging functions in the commodities futures segment.
- Actively analyzed the commodities market and traded in futures contracts in gold, crude oil, copper and natural gas.
- Trading in currency futures contracts.

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**Master of Finance (MFIN) Degree**  
 Asper School of Business, University of Manitoba, Canada

expected 20\_\_

**Bachelor of Commerce (Honours) Degree - First Class with distinction**  
 Singapore National University, Singapore

20\_\_

**Level 2 Candidate in the CFA Program**

2015-Present



#### **ACHIEVEMENTS**

- Accorded “Breakthrough Achievement” rating in the annual performance review cycle of 20\_\_-20\_\_.
- Received certificate of academic excellence for being among the top 0.1% students in Singapore in business studies and economics.
- Awarded the “Leong Award” for excellence in academics.
- Winning Captain of the all Singapore inter-college cricket tournament.

#### **EXTRACURRICULAR ACTIVITIES & COMMUNITY INVOLVEMENT**

- Actively worked for an NGO that provided education and healthcare to underprivileged children. Closely worked with a group of 25 children who were taught elementary English, mathematics and science which substantially improved their learning outcomes.
- Volunteer for the Front and Centre campaign.
- Worked proactively on various community projects including Centre for Child and Adolescent well-being and Canadian Red Cross.
- Captain of the college cricket team and won a number of trophies in corporate tournaments.

#### **TECHNICAL SKILLS & INTERESTS**

- Proficiency in Microsoft Office applications.
- Bloomberg, Reuters and Capital IQ platforms.
- Languages: English, Mandarin and Cantonese.
- Strong quantitative skills.
- Enjoy global travel and playing sports including football, cricket and ultimate frisbee.

*Nick Young*

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**B. Sample Functional Resume**

**ISHA SHAW**, MFIN

[shawisha@email.com](mailto:shawisha@email.com) 204-222-1111

**Motivated**

**Analytical**

**Leader**

Determined business professional; able to perform under pressure to meet strict deadlines. Exceptional communication skills; highly organized with strong time management. Detail-oriented and capable of making quick decisions. Adapts quickly to change. Self-starter, independent - able to prioritize and multi-task.

**HIGHLIGHTS**

- Exceeded goals by generating sales of \$2.2 million and referrals to internal partners of \$900,000 while meeting client service commitment in the first year of the role
- Ranked among one of the top Account Managers (based on performance) regionally (approximately 100 branches) during various Regional campaigns
- Promoted within 11 months because of strong performance record and achievement of goals
- Experienced in conducting negotiations with clients

**FINANCIAL & ANALYTICAL SKILLS**

- Excellent quantitative and financial analytical skills; skilled at building financial models to address business needs
- Analyze client accounts; provide personalized financial advice to 300 high net worth clients
- Proficient in Microsoft Excel, SPSS, Bloomberg
- Conducted corporate case study analysis using different valuation and financial models
- Strong investing knowledge and accounting and finance concepts

**COMMUNICATION SKILLS**

- Possess strong verbal and written communication skills; experienced in preparing reports and delivering presentations effectively
- Organized business development events and delivered presentations to clients
- Good listener with an ability to understand client needs
- Works effectively in a team environment and helps lead the team to achieve assigned goals

**LEADERSHIP & MANAGEMENT**

- Led a team of about 10 employees and supervised up to 8 people at a time
- Co-ordinated business operations in order to ensure smooth functioning
- Delegated and assigned work in a way to optimize business performance
- Directed, trained, disciplined and motivated team members to exceed customer expectations
- Worked with the team to act on customer feedback and resolve customer issues in a timely, friendly and professional manner
- Created schedules for the employees under supervision



**WORK HISTORY**

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Banking Advisor, Middle Bank – Peterborough, ON	2017-Present
Account Manager New Delhi National Bank, India	2014-2016
Financial Analyst (Intern), Global Wealth CO. – India	2013

**EDUCATION**

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- **Chartered Financial Analyst** Candidate  
(Passed Level 1 exam in June, 20\_\_ ; Registered to write Level 2 exam in June 20\_\_)
  - **Canadian Securities Course** 2017
  - **Master of Finance, GPA: 3.69/4.5** 2016  
Asper School of Business, University of Manitoba
- Key Finance Courses:**  
 Financial Accounting, Managerial Accounting, Corporate Finance, Capital Markets,  
 Investment Policy, International Finance, Adv. Seminar in Finance and Research Methods
- **Bachelors of Commerce Degree** 2013  
Delhi University, India

**ACADEMIC ACHIEVEMENTS**

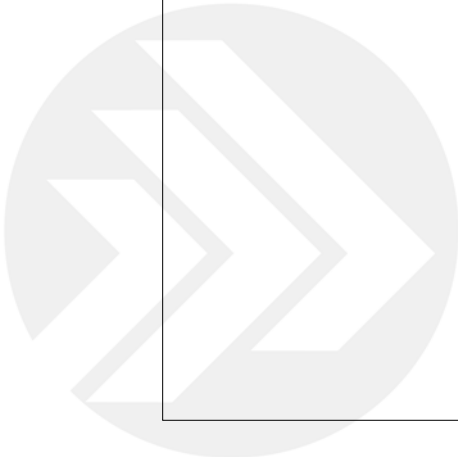
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- Member of Beta Gamma Sigma, an organization that recognizes the outstanding academic achievements of collegiate business and management scholars 2016
- Student Excellence Entrance Award - Asper School of Business 2016
- UMSU Scholarship – Asper School of Business 2015
- Achieved 8<sup>th</sup>, 7<sup>th</sup>, and 13<sup>th</sup> position (out of approximately 1500 students) in first year, second year, and overall respectively in B.Comm. in Delhi University, India

**COMMUNITY INVOLVEMENT & OTHER ACTIVITIES**

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Canadian Heart & Stroke canvasser	2017
Participated in the Haskayne 24 Hour Case Competition organized by the University of Calgary	2016





## C. Sample Combination Resume

**Li Xiuying, BComm**

204-222-8888

Lixiuying22@email.com

Finance manager with 5 years of experience in the retail food and automotive industries with proven expertise in business operations and financial services. Accomplished successful planning and implementation of the budget and redesign of financial policies to improve efficiencies. Proven ability to achieve goals and effectively supervise a finance team.

### CAREER HIGHLIGHTS

- Prepared and implemented new financial strategies that increased returns by 25%.
- Analyzed opportunities to expand services into a new industries allowing the company to diversify its operations and increase revenue by \$180,000.
- Planned the annual budget that allowed the company to increase profits by 22%.
- Analyzed trends, customer feedback, and prices both internally and externally to create new meal plans resulting in a 3.5% increase in price while achieving a 50% increase in participation

### PROFESSIONAL EXPERIENCE

**Finance Manager** 20\_\_ - present  
**Indigo Foods**

*Oversee the finance, accounting, and HR capabilities for a thriving food business of approximately \$3.5 million dollars. Additional responsibilities of overseeing district financial projections and results.*

- Corrected inefficiencies in accounting processes that resulted in increased office support and aided in revitalizing the relationship between the corporation and our client
- Implemented new processes in account reconciliation between business and client resulting in an increase in the accuracy of financial reports
- Implemented cross functional team work between finance, operations, and marketing that included group decisions on promotions and additional tasks to improve overall performance and profitability

**Finance and Business Operations Manager** 20\_\_-20\_\_  
**ABC Auto Ltd.**

*Secured funding for the purchase of new and used vehicles through private lenders while coordinating the process with sales staff and sales managers.*

- Increased revenue per contract through selling of extended service contracts, insurance, and other financial products
- Determined best financial package for clients while maintaining profit margin for the dealership.
- Generated average of \$50,000 net revenue each month.
- Worked on commission pay plan based on increased profits for the dealership, meeting a minimum required average profit margin of \$1,000 per contract.



**EDUCATION**

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**Masters of Finance Program** 20\_\_-Present  
Asper School of Business, University of Manitoba  
**Expected Date of Graduation:** October 20\_\_

**CFA Level 1 – passed** 20\_\_

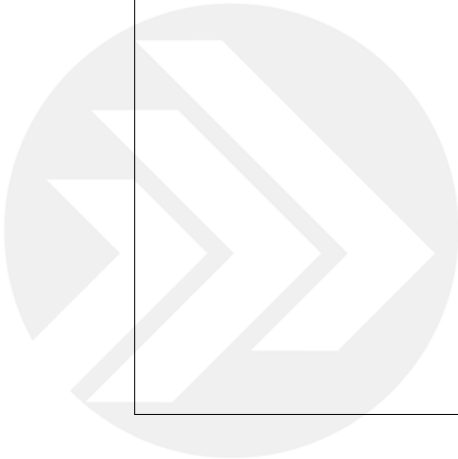
**Bachelors of Commerce (Honours) Degree - Finance** 20\_\_-20\_\_  
Beiheng University, Beijing

**VOLUNTEER & COMMUNITY INVOLVEMENT**

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Student Engagement Representative Employee 20\_\_ - 20\_\_  
University of Manitoba Graduate Students Association

HelpAge China – Volunteer and participant 20\_\_ - 20\_\_





## **COMPONENTS OF A RESUME**

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Although resumes are composed using standard sections, there is no prescribed format that works equally well for everyone. Sections that do not relate to your objective or career field of interest may be de-emphasized or even omitted. Titles of sections can also be modified to describe the information presented more accurately such as “Work Experience” or “Relevant Experience”.

Below are the various sections that are common for a resume. Each

one will be explored to provide you with a guideline on what is important in that section and what to include.

- A. Personal Letterhead (Header)**
- B. Profile Statement**
- C. Summary of Qualifications**
- D. Education and Professional Development**
- E. Work Experience**
- F. Volunteer Experience and/or Community Involvement**
- G. Extracurricular Activities and/or Interests**

### **Personal Letterhead (Header)**

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A creative and eye-catching header is an excellent way to help your resume stand out from the rest and is part of your brand. Flip through the samples at the back. What appeals to you?

What to include:

1. Name, one phone number with voice mail (with a professional greeting) and a professional email address.
2. Mailing address – this is optional and is becoming less common. Employers are not going to mail you a letter to schedule an interview so save the space for more important information.
3. LinkedIn address - this is becoming increasingly important. You can make a custom URL link by clicking “Edit Your Public Profile” in the “Privacy & Settings” section.
4. Do not include personal information such as age, date of birth, SIN, or marital status on your resume.

### **Profile Statement**

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This is a high-level overview describing your skills at a professional level. It includes your key characteristics and competencies and showcase your career target.

A profile describes who and what you are. It defines your area of expertise - your field of study or interest, and your level and depth of experience. It also describes your unique competitive advantages for the position. A profile should be no more than 3-5 sentences long. This is your “personal branding section”. A well written profile will differentiate you from your competitors and ensure the reader understands your value proposition in relation to the role for which you are applying.

Consider this; if the reader only reads your profile section, what do you want them to know about you? Make sure you customize this section for each job.

**Pro Tip!**

Right-Left Justify (MS Word = Ctrl + j) your profile for a clean professional look!



## Summary of Qualifications/Career Highlights

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Another section you can include in addition to a “Profile” is a “Summary of Qualifications” that details your key accomplishments in bullet points. You can title this how you want, but be creative. i.e. “Career Highlights” or “Key Achievements”. Focusing an employer’s attention on your key deliverables related to the job is strategic and will position you competitively for the job.

If you are applying for positions where you have little or no related experience, including a “Summary of Qualifications” section to a resume allows you to highlight your transferable skills which will add strength to your resume. It gives you the opportunity to demonstrate to the employer that although you may not have directly related experience or titles, you do have the education and transferable skills necessary to be successful and that it would be worth their time to meet you for an interview.

Ask yourself what skills have been developed through your employment, community and volunteer activities or school/interests/hobbies. If you are applying for a particular position, review the posting and identify the four to five key strengths that the position requires.

Some of the skills that you have developed through your MFin may include:

1. Researching, analyzing and compiling financial data
2. Writing and presentation skills
3. Critical thinking/problem solving
4. Project management and time management
5. Group/team work

You should customize this section each time you send out your resume. Take note of all specific skills, abilities, qualifications that are listed in the posting. These are the key attributes required for the job. Ensure you make the link between what the organization needs and what you can offer.

## Education & Professional Development

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Where you position your education on your resume is a strategic decision. Is the fact that you are enrolled in an MFin program your key competitive advantage? If so, put it at the beginning of the resume after your profile. If your work experience is strong and well aligned to your target job, then work experience should go before education.

1. Title of degree sought or highest level of education completed:
  - Master of Finance (MFin) **Program** (while in school)
  - Master of Finance (MFin) **Degree** (after graduation)
2. Name of institution: Asper School of Business, University of Manitoba.
3. Specialization.
4. GPA – optional. Ensure you include the scale (example 4.2/4.5).
5. Scholarships, awards, Dean’s Honour list.
6. Case competitions - and results, if to your advantage.
7. Work-study abroad, industry projects. These show adaptability and consulting skills.
8. Professional Development – courses, certificates, association memberships.
9. Relevant Courses – be strategic! If you are light on related experience you will want to include specific projects and any other information related to your specialization that may be of interest.



## Work Experience

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### Focus on these four things:

1. Content of your bullets
2. Transferable skills
3. Action Oriented Language
4. Accomplishments

### Content of Your Bullets

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The most common mistake people make on a resume is simply listing their job duties. For the reader this is very boring and doesn't demonstrate the skills you used, your success and results, or the impact you had on your organization, colleagues and clients/customers.

**The bullets tell your story.** What do you want the reader to know about you? Remember a resume is a marketing tool that will get you to the interview – **market yourself!**

*Consider this formula when writing your bullets **Accomplished [X] as measured by [Y] by doing [Z]\****

If you were the recruiter, which bullet would make you want to interview the applicant?


MFin student who is the Director of Finance for AMFAS student group:

- Managed student group budget
- Managed \$10,000 budget and invested idle funds
- Managed \$10,000 budget and invested \$5,000 of idle funds into appropriate high-yielding investment returning 5% over the year

Financial Service Representative at a bank:

- Helped clients with transactions
- Helped clients meet financial goals by analyzing net worth and building long-term relationships
- Built a book of 100+ clients with net worth ranging from \$50,000 to \$1,000,000 by offering customized options to meet clients' long-term financial goals; received the highest recognition at the retail level twice for exceeding annual sales targets

Likely, you'll choose the third bullet!



**\$ % #**

Quantify whenever possible to grab the reader's attention and add context to your achievements and results!



If you get stuck on what your achievements are, try asking yourself the following questions:

- Did you make decisions that led to the growth of business? Can you use indicators that are easy to measure to demonstrate the value of your work?
- What impact did you have on your clients, coworkers and/or organization?
- Did you improve processes or make suggestions for improvement?
- Did you increase efficiency? Productivity? Expand the client base? Reduce waste? Improve working conditions?
- Did you do anything that demonstrated your leadership ability? Teamwork skills? Improve morale?
- Did you design or implement finance specific software?
- What projects did you work on and what were the results?
- Did you receive any formal commendations or awards?
- Did you do anything that “made a difference”?
- Did you train or mentor someone?
- Did you volunteer for something no else did?
- Have you ever saved the company time or money?
- Were you commended on your work or specific skills? Were you promoted?

Meanwhile, back in the interview...



I appreciate your achievements are probably considerable, but writing “Google me” is not an alternative to a CV.

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## Transferable Skills

Transferable skills are sometimes referred to as generic, soft or key skills. They are skills that are helpful and relevant across different industries and positions. It is imperative to highlight them in your resume especially when applying for a new job or undergoing a career change.

Position	Job Duties	Relevant Transferable Skill
Human resources assistant	<ul style="list-style-type: none"> <li>• Answering employee questions</li> <li>• Processing incoming mail</li> <li>• Creating and distributing documents</li> <li>• Serving as a point of contact with benefit vendors/administrators</li> <li>• Maintaining computer system by updating and entering data</li> <li>• Setting appointments and arranging meetings</li> <li>• Maintaining calendars of HR management team</li> <li>• Compiling reports and spreadsheets</li> </ul>	<ul style="list-style-type: none"> <li>• Able to multitask in a fast-paced environment</li> <li>• Problem solving</li> <li>• Accuracy and attention to detail</li> <li>• Familiar with HR policies</li> <li>• Communication and interpersonal skills</li> <li>• Content/formal letter writing</li> <li>• Data analysis and management</li> <li>• Employee relations</li> </ul>
Software Developer	<ul style="list-style-type: none"> <li>• Reviewing existing system</li> <li>• Present ideas for system improvements, including cost proposals</li> <li>• Work closely with analysts, designers and staff</li> <li>• Produce detailed specifications and write the program codes</li> <li>• Test the product</li> <li>• Prepare training manuals for users</li> <li>• Maintenance and technical support</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with current state of the art software and hardware solutions</li> <li>• Strong analytical and logic skills</li> <li>• Communication skills</li> <li>• Project management skills</li> <li>• Ability to work in a team efficiently</li> <li>• Eye for detail and identifying problems</li> <li>• Understanding business structures and data flow</li> <li>• Understanding product handling and commercial experience</li> </ul>
Financial Analyst	<ul style="list-style-type: none"> <li>• Determine cost of operations by establishing standard costs; collecting operational data</li> <li>• Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.</li> <li>• Reconcile transactions by comparing and correcting data</li> <li>• Contributes to team effort by accomplishing related results as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Analytical / Quantitative skills</li> <li>• Decision making</li> <li>• Teamwork</li> <li>• Computer skills</li> </ul>
Sales Representative	<ul style="list-style-type: none"> <li>• Sell retail products to customers</li> <li>• Create solutions and ensure a smooth sales process</li> <li>• Find new sales leads, through business directories, client referrals, etc...</li> <li>• Cold calling new clients</li> <li>• Visiting clients</li> </ul>	<ul style="list-style-type: none"> <li>• Account management</li> <li>• Business development</li> <li>• Communication skills</li> <li>• Self-motivated – driven – goal oriented</li> <li>• Persistence</li> <li>• Flexibility</li> <li>• Client relations / customer care</li> </ul>
Captain of a sports team	<ul style="list-style-type: none"> <li>• Liaison between coaching staff and players</li> <li>• Motivate team members and provide leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Strong verbal communication skills</li> <li>• Able to handle stressful situation in a professional manner</li> <li>• Able to motivate others</li> <li>• Goal oriented and able to work well with others</li> </ul>



**Action Oriented Language**

Start all bullets with a strong action verb to engage the reader. Avoid starting your statements with “responsible for” or “duties included”. The reader doesn’t care about your duties, they care about the skills you used, the success and results you delivered, and the impact you had!

Here’s a list to inspire you:

Accelerated	Determined	Introduced	Reduced	Systematized
Accomplished	Developed	Invented	Referred	Taught
Achieved	Devised	Investigated	Regulated	Terminated
Acquired	Directed	Launched	Rejected	Tested
Addressed	Distributed	Lectured	Renegotiated	Tightened
Administered	Documented	Led	Reorganized	Traced
Advised	Doubled	Liquidated	Represented	Tracked
Analyzed	Earned	Located	Researched	Traded
Appraised	Edited	Maintained	Researched	Trained
Approved	Eliminated	Managed	Reshaped	Transacted
Arranged	Engineered	Marketed	Resolved	Transferred
Assessed	Enlarged	Minimized	Restored	Transformed
Audited	Established	Moderated	Reviewed	Translated
Awarded	Estimated	Modernized	Revised	Trimmed
Bought	Evaluated	Monitored	Revitalized	Tripled
Built	Examined	Negotiated	Saved	Turned around
Calculated	Executed	Observed	Scheduled	Uncovered
Catalogued	Expanded	Obtained	Selected	Unified
Classified	Extracted	Operated	Serviced	Unraveled
Coordinated	Forecast	Orchestrated	Set up	Utilized
Collaborated	Formed	Organized	Settled	Vacated
Combined	Formulated	Originated	Shaped	Verified
Completed	Founded	Oversaw	Simplified	Widened
Composed	Generated	Performed	Sold	Won
Compounded	Governed	Pioneered	Solved	Worked
Computed	Grouped	Planned	Sorted	Wrote
Conceived	Guided	Prepared	Sparked	
Concluded	Handled	Presented	Specified	
Condensed	Headed	Prevented	Stabilized	
Conducted	Hired	Processed	Staffed	
Consolidated	Identified	Procured	Standardized	
Constricted	Implemented	Produced	Started	
Contracted	Improved	Programmed	Stimulated	
Controlled	Improvised	Promoted	Strategized	
Converted	Increased	Proposed	Streamlined	
Corrected	Indexed	Proved	Strengthened	
Counselled	Initiated	Provided	Stretched	
Created	Innovated	Published	Structured	
Cultivated	Inspected	Purchased	Studied	
Cut	Installed	Qualified	Succeeded	
Decentralized	Instigated	Quantified	Summarized	
Decreased	Instituted	Recommended	Supervised	
Defined	Instructed	Recruited	Supported	
Delivered	Interpreted	Rectified	Surpassed	
Demonstrated	Interviewed	Redesigned	Surveyed	
Designed				



## Accomplishments

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Accomplishments show how you have applied your interests, skills, values, experience and knowledge, to the benefit of previous employers. Accomplishments can impress potential employers by:

- Demonstrating technical, interpersonal and managerial skills.
- Expressing your motivation level and priorities.
- Showing that you get things done.

A well formulated accomplishment statement is composed of two parts:

- What you actually did, and
- Tangible measurement or benefits to the organization.

Reflect on what you have accomplished, either as a result of your own initiative or your participation as a team member.

Begin each accomplishment with an “action verb”. Make a brief statement, specifying results or impact on the organization. Use quantitative measurement when possible including such things as money saved, profit earned, percentage increases, increased speed of delivery or retrieval, or improved customer service.

Most people find it difficult to remember or identify past accomplishments because in those instances they may have applied the strengths that they take for granted.

To remember and identify past accomplishments:

1. Refer to:
  - a. Performance appraisals
  - b. Letters of reference
  - c. Letters of commendation
  - d. Comments from superiors, coworkers, customers, committee members, professors
2. Ask yourself:
  - a. What am I proud of?
  - b. What problems have I solved?

For each position show where you used your strengths to take action that had a positive result for the company, team, subordinates, peers, superiors, customers, work environment, bottom line, etc.

Three steps to develop accomplishments statements:

1. **Focus** on your skills and abilities by starting with a strong action verb. This catches the reader’s attention.
2. **Define** your skills and abilities by providing examples.
3. **Add** credibility and value by identifying the results.



## Examples

### **Quantifiable accomplishment statements:**

- Grew business from \$1 to \$3 million and distinguished the firm as a leader in providing valuable management consulting and financial advisory services to major energy enterprises.
- Raised \$3 million in working capital for a \$14 million nursing home company.
- Developed financial and operational strategies for all business units. Received approval for \$12M for capital investments and \$6M for all acquisitions.
- Produced annual savings of approximately \$200,000 by reducing the turnover of personnel from 17% to 9% per year.
- Co-developed a safety program that resulted in a 20% reduction in lost-time accidents over a 12-month period.
- Saved 200 man-hours per week by integrating the production of 2 satellite plants.

### **Accomplishments not easily quantified should still show results:**

- Implemented and designed the structure of the financial software for the company.
- Converted manual filing system to computerized database, increasing staff accessibility.
- Created an expansion strategy for 30 locations across Canada with approval granted for implementation.
- Recruited, hired, mentored, and led a core team of six analysts.
- Revised procedures that substantially reduced shipping costs and times.

## **Volunteer and/or Community Involvement**

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Did you have a high level of responsibility or accountability such as being the Chair for a charity or President of a student group or community focused Board? If yes, use the same format as your work experience.

If it involved significant leadership responsibility or completion of expert tasks i.e. treasurer – budget and financial analysis/forecasting - then develop a separate section to highlight the transferable skills used. If it was a short-term or a “one off” with little responsibility, such as a participant, Run for the Cure or a dog walker at The Humane Society, then list it as a single bullet.

## **Extracurricular Activities and/or Interests**

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There is debate in the recruiting world about whether or not to include this section. Ask yourself, does this section add value to your resume and the job you are applying for? Is it interesting/relevant?

If you were the recruiter, which applicant would you be more interested in interviewing?

- Reading, gardening, yoga, hockey, photography, stock market and traveling or....
- Founded and organized a weekly Stock Market Club to analyze and discuss investments. Mock investments have yielded a 25% return in the past six months.



## FORMATTING TIPS

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### A. Job Title

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Your job title appears on the line above the organization because what you did is more important than where you did it. Does your job title reflect what you do/did? “Admin 2” won’t mean much to the reader, but “Graduate Career Advisor” will.

### B. Can I use a template?

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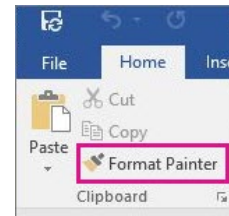
We don’t recommend using a template. Templates are frustrating to edit and limit the design control you have. Recruiters are typically unimpressed with templates.

### C. Format Painter

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Use the **Format Painter** on the **Home** tab to quickly copy formatting from one thing in a document to another. Select the thing you like the look of, click Format Painter, and then click the thing you want to change to look the same.

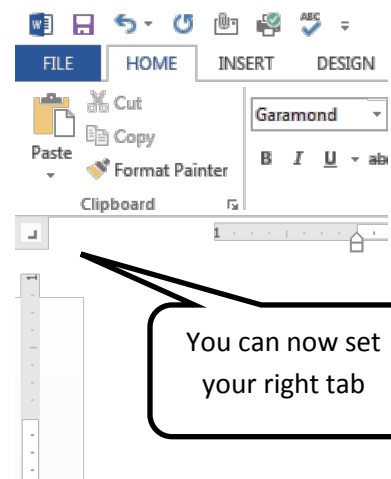
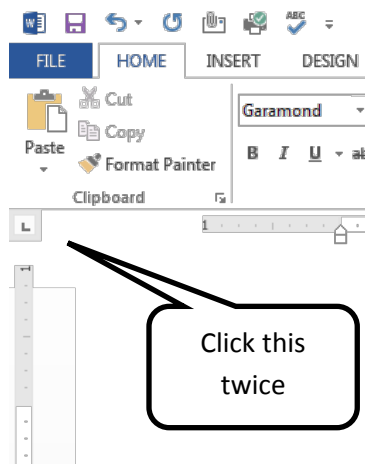
1. Select the text or graphic that has the formatting that you want to copy.
2. On the **Home** tab, click **Format Painter**.
3. Select the text or graphic that you want to format.
4. To stop formatting, press ESC.



### D. Dates on the right

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Line up all of your dates on the right hand side. There’s a tool you can use - it’s the **RIGHT TAB** button in the upper right hand side of your ruler in MS Word. Add it to your ruler when you want the date to line up and hit **TAB**. It will make your document look tidy!





## REFERENCES

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A statement such as “References Available upon Request” at the end of your resume is not necessary as it is assumed that you will provide references if asked. This usually happens at the end of an interview. Employers will ask for references if they want them, so no need to provide them until they do.

Work references are normally requested by potential employers because they want to know how you have performed on the job. The best predictor of future performance is past performance! If you do not have sufficient employment references, consider using academic or personal references. Your professors or your peers in the MFin Program may serve as references.

List mentors, references on a separate sheet of paper using the same personal letterhead as on your resume. Be prepared to provide at least three references and give their name, title, company and contact information – email and preferred phone number. It is not uncommon when applying for management positions to be asked to provide six references, two from subordinates, two from your managers and two from people within an organization at the same level, your peers. This is called a **360° reference**.

When asked to provide references, tell the recruiter you will do so within one business day. This will allow you to talk to your references about the job you have applied for, what the employer is looking for, and to ensure the reference is available to take a call or respond to email. Remember to follow up with your reference afterwards to let them know the outcome of your search and to thank them. They will be impressed with your professionalism!

### Three types of references

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**Work Reference** – most preferred and common type of reference. This is usually a person who has been your supervisor, colleague or direct report in the workplace. This can be paid work or a volunteer position.

**Academic Reference** – should be a professor or instructor who has known you for some time. They should be able to provide information regarding your competencies and performance.

**Personal Reference** - this should be someone who can speak about your character and your personality. This is **not commonly used** by recruiters.

#### Pro Tip!

##### To ensure the best reference possible you should:

- 1 Obtain permission from your reference each time
- 2 Ask them to describe your strengths and areas which need development – ensure they are positive
- 3 Provide them with an updated copy of your resume and if possible a copy of the job posting
- 4 Thank them and advise them of the outcome



## SUBMITTING YOUR RESUME

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The best way to deliver your resume is to **follow the instructions in the job posting** and do what the employer asks you to do. Here is a review of each process along with recommendations and tips.

### E-mail

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1. Be sure to send your resume in a common word processing format that can be easily opened – follow their instructions – MS Word or a PDF.
2. Save your cover letter and resume in one document. Name the document “firstlastname\_position.doc”.
3. Include a description in the subject line with the job title - for example, Resume of Jane Doe – Financial Advisor. Did they ask you to reference a specific job number? If so, include this in the subject line as well.
4. In the body of the email include a brief message stating that your resume and cover letter are attached. Include your full contact information in case they need to contact you if they cannot open your resume or it does not come through clearly.
5. Don't write your cover letter in the body of the email message.
6. You should never email your resume from your email address at work. It is unprofessional and will demonstrate to a potential employer that you use company time and resources for your own personal interests.

### Asper Career Portal

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1. Save cover letter and resume documents separately to MS Word or PDF format.
2. Save your documents with appropriate and distinguishing labels to ensure you upload the correct files (example “full name – cover letter – organization name”). Submitting the wrong application will land your resume in the “no” pile!

### Online Application

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Many companies now receive applications through their websites. Follow their instructions when setting up your account. Depending on their system, you may upload and attach your resume document or you may have to fill in the required fields with text. This can often be done by copying and pasting sections of your resume.

Try to use keywords identified in the posting in case the employer is using an Applicant Tracking System (ATS) software to screen applicants. The more keywords in your resume that align with the posting, the better your chance of being selected for an interview.

### In Person

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When dropping off a resume in person, remember that you will be leaving a first impression so your appearance is important. Dress as you would for an interview and act professionally to everyone you come in contact with. Be prepared to speak to the hiring manager and answer a few questions on the spot, but don't expect this. And don't be frustrated if they don't have time to speak with you...everyone is busy.



## UPDATING YOUR RESUME

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As you gain experience, you should update your resume. This may mean deleting some experience that is older and is no longer as relevant to your future career goals.

- After you have officially graduated change “Program” to “Degree”. You can now also add “MFin” after your name in your personal letterhead.
- You may now choose to move your education after your work experience if your work experience is relevant to your career target.
- Keep a record of your success, results and achievements to make resume updating easier.
- Remember, as an Asper MFin Alumni, you continue to have access to the services of the Career Development Centre. So when it comes time to apply for a promotion and start a new challenge, get in touch, we are here to help!
- Remember to update your LinkedIn profile as well – prospective employers are sure to check you out and you want your resume and your profile to match.

## RESUME CHECKLIST

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- ✓ Did you analyze the job posting to determine what the employer needs?
- ✓ Did you use keywords that align with the posting?
- ✓ Did you do research so you know about the company?
- ✓ Did you tailor your resume to the position?
- ✓ Is it concise and clear?
- ✓ Did you include accomplishments and results?
- ✓ Did you use strong action verbs?
- ✓ Does the overall presentation and layout look professional?
- ✓ Do your heading and sub-headings clearly stand out?
- ✓ Are your contact details and LinkedIn profile up-to-date?
- ✓ Did you proofread carefully for typos and grammatical errors?
- ✓ Have you had it reviewed by someone in the Career Development Centre?

## RESUMES TO INSPIRE YOU

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On the pages that follow you will find a variety of resumes to inspire you. There are samples from a variety of industries, ranging from entry level management to more senior roles.

You will notice the resumes showcase a wide range of styles. Keep in mind your target industry role and audience when choosing a style. Make your resume eye appealing and achievements based.

Remember, your goal is to secure an interview by making it hard for the reader not to choose you!

For more inspiration or guidance on writing your resume check out our online resume workshop, or book an appointment with the Graduate Career Advisor. The Career Development Centre is here to help you with your career success!





## Daniel Singh

204-555-1111 | [singhd@email.ca](mailto:singhd@email.ca)

[Linkedin.com/danielsingh](https://www.linkedin.com/danielsingh)

### Professional Summary

Astute and knowledgeable finance professional; highly skilled in client service - acts as a catalyst for new business opportunities and partnerships. Experienced negotiating transactions for the betterment of clients, employers and firms. Currently pursuing a Master in Finance with intent to complete CFA designation.

### Core Qualifications

- Able to take the lead in achieving objectives without hesitation while remaining flexible and calm, leaving room for adjustment and negotiation
- Adept at identifying issues and drawing necessary solutions
- Delivers exceptional support; Team player capable of driving business initiatives that positively impact bottom line and streamline operations
- Exceptional technical skills; skilled at creating complex financial models to support quantitative analysis to drive sound business decisions

### Experience

**Equity Research Analyst** **3/1/2017 – Present**  
**Independent Financial Management LTD**  
**Bangalore, India**

- Identified and investigated investment prospects evaluating risk parameters
- Researched market impact on mergers, acquisitions and unique situations in order to calculate regulatory treatment
- Monitored positions for potential developments adjusting position sizes where necessary
- Marketing the fund to investors
- Processed trades utilizing proprietary trading systems; designed spreadsheet tools that maximized fund's trading potential

**Equity Research Analyst** **8/1/2015 – 3/1/2017**  
**The Finance Store**  
**Mumbai, India**

- Generated internal analyses to gauge valuation of IPO investments
- Designed and implemented database of historical and current acquisitions reducing response to inquiry time by almost 27%
- Monitored corporate governance and event strictures
- Developed accretion analysis to ascertain benefit of acquisitions and potential for higher bids



**Equity Analyst Intern**  
**Global Fund Management Inc.**  
**Bangalore, India**

5/1/2014 – 8/1/2015

- Helped construct a model equity portfolio based on a quant strategy that earned a gross return of 25%
- Submitted buy and sell recommendations for the manager's review
- Utilized the Bloomberg and Morningstar databases to research and summarize information for each selection
- Performed necessary clerical work and assisted in a high-net worth client business development program
- Updated and reviewed client portfolios with assets under management totaling \$5M (USD)

#### **Education & Professional Development**

Passed **Chartered Financial Analyst (CFA)** Level 1 exam 2018

**Master of Finance (MFIN)** Program 2018  
Asper School of Business, University of Manitoba

- Recipient: Dean's Honour List; Graduate Studies Scholarship Recipient (2017 & 2018)
- G.P.A 3.85/4.5
- Expected graduation August 2019

**Bachelor of Business Administration Degree** 2014  
Finance Major GPA 7.99/10  
Punjab University, Ludhiana, India

#### **Technical Skills & Languages**

- Bloomberg
- MS Excel, PPT
- Statistical Analysis System (SAS)
- Statistical Product and Service Solution (SPSS)
- English, Hindi, Punjabi and introductory French



**Jared McClintock, B.Econ**



333-333-3333

jmclintock@example.com

**PROFESSIONAL SUMMARY**

Dependable Entry Level Financial Analyst with an outstanding educational record and solid experience. Excels in accounting principles, business statistics and insurance topics. Specialized in marketing SAP and financials.

**Core Qualifications**

Strong analytical skills	Detail-oriented
Familiar with financial forecasts	Good understanding of financial data terminology and principles
Academic knowledge regarding corporate accounting principles	Cost management
Excellent interpersonal skills	Effective public speaker

**EXPERIENCE**

**Financial Analyst** 20\_\_ to present  
**Allstate Financial**, Los Angeles, CA

- Worked with the finance team to develop business unit reports and product reports to project future project goals.
- Accomplished intermediate and advanced accounting tasks for department financials.
- Owned income and expense reports with feedback from Financial Analyst to provide insight for Allstate Financial.

**Entry Level Financial Analyst** 20\_\_ to present  
**Hansen Financial Services**, Edmonton, AB

- Consolidated financial data reporting by partnering with Corporate Accounting Cost Management Actuarial Services and Investments.
- Assisted Financials in the formation of financial forecasts and plans.
- Conducted audits to inform the Lead Financial Analyst's reports for budget recommendations and financial forecast reports.
- Trained new hire in basic and intermediate accounting principles and financial modelling to assist Financial Analyst in report publishing.



**Financial Analyst – Intern** 20\_\_ to present  
**Stanton Financials, Calgary AB**

- Balanced financial data in SAP and numerous other reporting programs.
- Assisted Financial Analyst in report writing, budget reporting and financial forecasts.
- Conducted presentations under the supervision of Financial Analyst Team.
- Attended all recruiting and selection events for the entire course of employment.

### **EDUCATION & PROFESSIONAL DEVELOPMENT**

**CFA Level 1 exam – scheduled to write in June 20\_\_**

**Master of Finance Program** 20\_\_ to present  
**Asper School of Business, University of Manitoba**

Expected Graduation: October 20\_\_

**Bachelor of Arts - Economics Degree** 20\_\_ to present  
**University of Calgary**

### **TECHNICAL SKILLS**

- Expert in using MS Excel for Financial modeling
- Bloomberg Aptitude Test (BAT) – scored in the top 10% on global aptitude testing
- Skilled at researching and extrapolating crucial data from financial statements into easy to understand presentations – skilled at developing PowerPoint presentations and public speaking

### **COMMUNITY INVOLVEMENT**

**Member, Asper Master of Finance Association of Students – aMFas**

- Participate in monthly meetings with key guest speakers to learn more about finance industry

**Representative on Faculty of Graduate Studies student advisory board** for MFIN students

**Assistant Coach/Active member of WiseGuys – Co-ed Competitive Ultimate team**

- Participated in Western Canada Ultimate Championships – finished in top 5
- Placed 2<sup>nd</sup> in City Championships (20\_\_)



## Rose Murray, BComm

(204) 333-8544

[Rmurray@email.com](mailto:Rmurray@email.com) [Linkedin.com/rmurray2](https://www.linkedin.com/in/rmurray2)

Passionate and motivated self-starter currently pursuing a Master of Finance degree. Quick learner with strong quantitative and analytical skills as demonstrated in university finance classes. Innovative team player with excellent interpersonal and communication skills developed through client service and extracurricular activities. Motivated by challenging work and constantly exploring ways to improve current skill set.

### EDUCATION & AWARDS

<b>Master of Finance Program</b>	Present
Asper School of Business, University of Manitoba	
Graduation Date: August 20__	
GPA: 3.96/4.5	
Faculty of Graduate Studies Entrance scholarship	20__
<b>Bachelor of Commerce (Honours) Degree - Finance</b>	20__
University of Regina	

### RELEVANT EXPERIENCE

**Administrative Assistant/Sales Support** April 20\_\_ - Present  
**MURRAY MEN'S CLOTHING**

- Maintained detailed accounting records precisely, complying with requirements of both management and corporate auditors
- Developed quantitative skills and demonstrated ability to manage the firm's financial accounts through reconciliations, managing Accounts Payable and Accounts Receivable, preparing bank deposits and completing payroll duties
- Demonstrated significant sales skills in a high end fashion industry through positive client interaction and cooperative teamwork
- Facilitated transfer to new Point-of-Sale software system by establishing protocols for administrative activities

**Executive Member** September 20\_\_ - Present  
**ASPER MASTER OF FINANCE ASSOCIATION OF STUDENTS (AMFAS)**

- Served on the inaugural executive; assisted in the preparation of by-laws and a constitution; helped to identify mission and mandate for group
- Regularly attended business and industry relevant events to network with finance professionals and further develop insight regarding the finance industry and future career options



**Member**

October 20\_\_ - Present

**TALKING BISONS TOASTMASTER'S CLUBS**

- Successfully delivered both prepared and impromptu speeches, developing communication and presentation skills
- Developed leadership and public speaking skills, acted as chair in the Toastmaster's absence, and assisted with club recruitment efforts

**Tutor, Finance and Accounting**

- Successfully communicated complex quantitative skills and theoretical ideas to fellow university students in coursework related to finance and accounting
- Achieved a pass rate of 100% for students in Corporation Finance, Managerial Accounting and Investments

**Bloomberg Campus Ambassador  
Bloomberg LP**

Sept – May 20\_\_

- Represent Bloomberg on campus at University of Regina
- Raise awareness of Bloomberg Institute on campus through creative marketing

**General Construction - Store Renovations  
HERITAGE CO-OP**

May - August 20\_\_

- Quickly and efficiently learned a variety of general construction skills, and used these skills to complete projects to meet stringent deadlines.

**Customer Service Representative/Sales Agent Liaison  
MEDIPLAN RXNORTH.COM**

March - February 20\_\_

- Demonstrated client relations management and effective communication skills in confirming order details over the telephone with customers.
- Exceeded performance expectations by averaging 34 orders per 8-hour shift while keeping errors at below average level (target performance was 25 orders per 8-hour shift)
- Liaised between management and sales agent We-Care, communicating necessary information to representatives and completing client orders in a timely fashion

**TECHNICAL & LANGUAGE SKILLS**

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- Possesses high level proficiency in MS Excel; advanced financial modelling skills
- Knowledgeable in SPSS and SPS
- Intermediate PowerPoint and Adobe Pro – able to prepare and present complex information to a wide audience
- Bloomberg Aptitude Test (BAT) with the 85% global ranking
- Fluent in English, intermediate French (high school immersion graduate)



## FAISAL EHSAN

FINANCIAL ANALYST,  
B.Comm, MFin, CFA

### PROFILE

A detail oriented, highly skilled Financial Analyst who excels at providing comprehensive data analysis, company financial assessment as well as company financial status, market share and cost analysis.

### CONTACT

(204) 123-4567

ehsanf@emailexample.com

linkedin/ehsanf

### SKILLS

- Attention to detail
- Analytical & Quantitative skills
- Decision making
- Teamwork
- Computer skills

### EXPERTISE

- Trend analysis
- Market assessment
- Financial planning
- Ledger accounting
- Balance sheets
- Documentation management

### MEMBERSHIPS

- CFA Charter  
CFA Society Pakistan
- Executive Member  
Asper Master of Finance  
Association of Students (aMFas)

### WORK EXPERIENCE

#### Financial Analyst @ XYZ Company

2013 - 2017

- Reconciled Independent System Operator (ISO) invoice to validate calculations of revenues and expenses.
- Reduced energy trading discrepancies by 15% by creating recon process for Energy traders.
- Allocated the net profit/losses to different trading books, energy loads and reporting entities.
- Ensured the integrity of reported revenues and expenses through analysis of trading positions and market price movements by working with commodity accounting personnel.
- Calculated monthly invoices and gathered energy load data for assigned energy company customers.
- Researched and reported disputes to management related to energy trading.

#### Intern in Finance Department @ ABC Company

2017 (6 weeks)

- Assisted in budget development and management of cash flow.
- Provided visibility and financial support for the Editorial, Marketing, Development, and Media departments.
- Supported strategic cost initiatives, tracked risks & opportunities to plan, and delivered ad hoc financial analysis for customized data and reports

### EDUCATION & CERTIFICATIONS

**Masters of Finance Program** 2017-2018

**Asper School of Business, University of Manitoba**

**CFA** 2017-present

**CFA Society Pakistan**

**(A Member of the CFA Institute Global Network of Societies)**

- Level I Exam - June 2014
- Level II Exam - June 2015
- Level III Exam - June 2016

**Bachelors of Commerce Degree** 2009-2013

**University of Karachi**



## Hannah Sprout

HSprout@anymail.com

555-124-8521

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### Professional Summary

Knowledgeable and dedicated finance professional able to utilize economic knowledge to improve profits through analytical thinking. Extensive experience analyzing and evaluating investment possibilities, market trends, and stocks. Consistently produces results through market awareness, in-depth analysis, and quick and accurate work.

### Skills

- Flexible and creative approach to find overlooked solutions and aspects
- Strong communication skills, including written, oral, and interpersonal
- Critical thinking, decision making, and evaluation skills, with focused attention to small details
- Excellent organization and administrative abilities

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### Work Experience

#### Equity Research Analyst

20\_\_ to present

#### ACE INVESTMENTS

- Evaluate risk parameters while analyzing proposed investment prospects on a daily basis.
- Analyze the impact mergers, acquisitions, and other business practices will have on the market and economy.
- Compile analysis findings into a compact report that is useful, accessible, and as in-depth as possible.
- Present created report at board meetings clearly and concisely to aid in market decision making.
- Offer financial consultation to company leaders in regard to investment and corporate decisions.
- Avoided projected profit loss of more than five percent over the course of two years.



**Portfolio Manager**

20\_\_ to 20\_\_

**ACUITY WEALTH MANAGEMENT**

- Created and analyzed numerous portfolios involving bonds, stocks, and mutual funds.
- Selected portfolios, trade execution, and asset allocation.
- Communicated with clients clearly and efficiently regarding portfolio updates.
- Analyzed earnings quality and statements.

**Finance Intern**

2008 to 2013

**Boston Insurance**

- Reviewed all financial aspects and processed numbers as needed.
- Worked alongside other finance and accounting staff to ensure all work was completed efficiently.
- Prepared asset and capital account entries through compilation and analysis of financial information.
- Created numerous reports on profits and loss, labor statistics, and balance sheets.

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**Education****Master of Finance Degree**

20\_\_

Asper School of Business, University of Manitoba  
Winnipeg, Canada

**Bachelor in Economics**

20\_\_

University of Nevada,  
Reno NV USA

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**Hobbies and Interests**

Enjoy playing soccer and basketball. Active runner. Enjoy travelling and learning more about different cultures.