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Bankers and HR spend about 7 seconds on your resume. So, you have to stand out and below we will teach you how to.

Your resume is usually a banker's first impression of you. Whether that be through a cold email, networking event, in person, or in an interview. This means it needs to be structured properly, easy to read, and most importantly, have no mistakes.

Always run your resume through a grammar and spelling check after your final edits. Even strong candidates miss small errors that can cost interviews. This will usually find things you didn't even think about.

The top line should be your number, email, LinkedIn, and do not put your address but you can put town or city. The downside of that is if you apply to a city across the country this will raise some questions so do this at your own risk. Below are **2 resume examples**. One of them is a great structure and the other is **for transfer students** wondering how to incorporate more than one school into your resume.

Finally, I have a **resume review** on the JuniorMarkets page. In this review you send me your resume, and I go over every line, word, and experience. I then help structure all of your experiences for whatever financial position you are looking to break into. I have looked at hundreds of resumes from freshman to seniors and helped numerous students land interviews through this. So, if that is something you are interested in check out the coaching page on the website.



Student Name

Atlanta, GA 30301

first.last@gmail.com

Athens, GA 30601

EDUCATION

The University of Georgia, Honors Program, Athens, GA

May 2020

- **Majors:** Bachelor of Business Administration in Finance & Economics, Certificate in Personal & Organizational Leadership
- **GPA:** XX/4.00
- **Honors:** Presidential Scholar (4.0 Semester), Honors Program (Top 5% of Class), Zell Miller Scholarship (Full Tuition)

PROFESSIONAL EXPERIENCE

State Farm Insurance, Corporate Bond/Private Equity Intern, Bloomington, IL

May 2018 - August 2018

- Performed fundamental analysis of publicly traded companies to potentially add to State Farm's Corporate Bond portfolio
- Presented investment recommendation to department members through a written report and oral presentation
- Researched and analyzed committed and prospective private equity fund managers

Selected Research Experience:

- **XYZ Company fundamental credit research report**
 - Conducted in-depth analysis of the maintenance, repair, and operating supplies distribution industry
 - Analyzed 10 years of financial statements to gain knowledge of historical company financial policy
 - Presented investment recommendation and suggested portfolio allocation to entire fixed income team

Mathnasium: The Math Learning Center, Instructor, Bloomington, IL

February 2016 - July 2016

- Tutored students from grades K-12 by employing the Mathnasium Team Teaching method to teach numerical fluency, Algebra, Geometry, and Precalculus
- Organized students' personalized curriculum in binders and maintained a clean and efficient work place

Buffalo Wild Wings, Cashier/Certified Trainer, Bloomington, IL

January 2014 - July 2017

- Organized the transportation of trays and takeout orders, bussed tables and maintained a clean restaurant, took orders over the phone, and greeted and seated customers
- 1 of 4 Team Captains responsible for training new cashiers, servers, and managers as well as supervising trained cashiers in the tasks stated above

LEADERSHIP & RELEVANT EXPERIENCE

Corsair Society, Member, Athens, GA

April 2018 - Present

- Selected as 1 of 28 students to a University of Georgia Honors Program-sponsored organization that prepares students for careers in the financial services industry
- Focus on development through active industry discussion and furthering of finance and accounting knowledge

Student Managed Investment Fund, Technology Analyst, Athens, GA

April 2018 - Present

- Selected as 1 of 42 students to manage a student-run value fund with over \$1.6 million in assets under management
- Conduct macroeconomic and industry-specific research as well as present and defend potential undervalued investment opportunities in the technology sector
- Submit monthly reports issuing buy, sell, or hold ratings on current portfolio holdings

Apollo Society, Energy Sector Leader, Athens, GA

August 2017 - Present

- Selected as 1 of 8 top pre-business students to manage a \$100,000 fictitious investment portfolio
- Participate in active market discussion, portfolio management, and increase finance and accounting knowledge
- Research, present, and defend stock recommendations in the energy industry

Terry Student Consulting, Senior Consultant, Athens, GA

November 2016 - May 2018

- Attended weekly meetings and networking events with consulting professionals from a variety of companies
- Completed a curriculum that included case workshops, interview practice, and behavioral analysis
- Worked in a group of four people to identify and solve a problem that a local business was facing

Kennedy Program, Member, Athens, GA

January 2017 - May 2017

- Attended weekly meetings for an interactive market discussion and presentations covering the financial services industry
- Learned about different areas of financial services industry including investment banking and asset management

INTEREST

NCAA Football, Classic Rock, Hiking, US History



Student name

Number • email • www.linkedin.com

EDUCATION

The University of Georgia, Terry College of Business, Athens, GA May 2027

- **Major:** Bachelor of Business Administration in Finance
- **GPA:** 3.98/4.00
- **Awards/Honors:** Zell Miller Scholarship (Full Tuition), Deans List (3.5+)

Kennesaw State University, Journey Honors College, Kennesaw, GA August 2023 - December 2024

- **Major:** Bachelor of Business Administration in Finance
- **GPA:** 4.00/4.00
- **Awards/Honors:** Presidential Scholar (4.0), Honors Business Scholarship, Zell Miller Scholarship (Full Tuition)

PROFESSIONAL EXPERIENCE

Truist, Incoming Summer Investment Banking Intern, Charlotte, NC October 2025 - Present

- Assisting M&A, leveraged finance, and capital-raising transactions through industry research, financial analysis, and valuations

Tuck Advisors, Investment Banking Winter Analyst, Athens, GA November 2025 - Present

- Supporting buy and sell-side transactions through financial analysis and buyer/seller list development
- Assisting senior bankers by updating deal materials, supporting workflows, and taking notes during client and internal calls.

TIAA Nuveen, Retirement and Wealth Management Intern, Charlotte, NC June 2025 - August 2025

- Built Excel financial models, incorporating fee revenue, expense projections, and advisor growth to add \$325B in AUM
- Audited client interaction data in Excel to identify discrepancies and data gaps during TIAA's switch from Siebel to Salesforce
- Conducted valuation analyses of revenue effects on fee structure and discounting practices, improving revenue by \$500,000

Corporate Governance in Restaurant Industry, Research Analyst, Kennesaw, GA September 2023 - May 2024

- Examined 75 restaurant companies' 10-Ks, leadership, and financials to identify effective leadership tactics
- Presented findings at a KSU-led symposium to an audience of 200+ students and professors

LEADERSHIP & RELEVANT EXPERIENCE

Alpha Kappa Psi Co-Ed Professional Fraternity, Interview Chair, Athens, GA April 2025 - Present

- Conducted mock interviews for fraternity members preparing for roles in fields such as investment banking, consulting, and corporate finance by leveraging industry-specific research to simulate real interview conditions
- Collaborated with the VP of Professional to organize and lead Career Fair & Professional Development workshops

JuniorMarkets, Owner and Operator, Athens, GA January 2024 - Present

- Created a website and social media pages that teach young adults about finance, investing, and retirement
- Expanded JuniorMarkets' online presence through financial and accounting content for YouTube and website

Student Managed Investment Fund KSU, Senior Analyst, Kennesaw, GA January 2024 - December 2024

- Selected as 1 of 80 students to manage a student-run value fund with over \$500,000 in assets under management
- Conducted equity research and pitched 10+ stocks using discounted cash flow and comparable company models
- Guided Junior Analysts with creating presentations, reports, and pitching a buy/sell/hold of market and fund's equities

SKILLS & INTERESTS

Skills: Microsoft PowerPoint, Word, and Excel (certification from McGraw Hill), Adobe Photoshop

Interests: NBA, Pickleball, Sunsets, Chess, Snowboarding, Mexican Cuisine



Finance resume Review Guide

This is the exact framework I used to secure interviews, and in the 1000+ emails I sent to professionals. This guide is designed specifically for students and early professionals recruiting for investment banking, private equity, and related finance roles. It reflects how bankers actually screen resumes, the common mistakes that cause candidates to get cut, and how to position experiences in a way analysts, associates, and VPs expect to see. This is not generic career center advice. It is the same framework used to review hundreds of real investment banking resumes.

1. What Bankers Look For

Banker's review resumes with a very specific mindset. First, they want to know whether you can do the job on Day 1, which means **strong attention to detail**, basic financial literacy, and proof that you can learn quickly. Second, they look for **clear interest in whatever the field may be specifically**, not just finance in general. This interest is usually shown through clubs, internships, coursework, networking, or independent technical preparation. Third, they assess whether you can handle long hours without becoming a liability, which comes through ownership, consistency, and follow-through across experiences. Finally, they **evaluate cultural fit**, asking whether you seem like someone they could work with for 80-plus hours a week in a high-pressure environment. Your resume should answer all of these questions clearly without forcing the reader to infer or guess.

2. Format Rules

Finance resumes follow strict formatting standards, and violating them can get your resume dismissed before content is even read.

- **Must be one page, black and white, and completely free of graphics or stylistic elements.**
- 10 - 10.5 point in Times New Roman, Garamond, or Arial, with margins that are tight but still readable.
- Spacing, alignment, and capitalization must be perfectly consistent throughout the document.

3. Resume Structure

Resume sections should be ordered chronologically by relevance and impact. Education should appear first, followed by professional experience, then leadership and extracurricular involvement, and finally skills and interests. Stronger or more relevant sections should always appear higher on the page. This structure mirrors how bankers naturally scan resumes and allows them to find key information quickly under time pressure.



4. Education Section

The education section should clearly and efficiently communicate your academic background. It should include:

- School name, degree, major, and any minors or certificates.
- GPA should generally be included if it is 3.5 or higher, though there are exceptions depending on context.
- I generally do not include relevant coursework if you already have internships, leadership roles, or finance experience, since coursework is assumed and rarely differentiates candidates. High school should only appear if you are a freshman. Study abroad can be listed if it adds differentiation or explains a gap or location change.

5. Experience Section

The **experience section is the most important** part of the resume in recruiting. Every line should communicate value. Strong experience descriptions explain what you did, how you did it, and why it mattered. The goal is to show skills and impact, not to list responsibilities. Action-oriented language should be used consistently, and vague phrasing should be avoided.

Common action words that translate well to finance resumes include conducted, analyzed, built, performed, presented, researched, forecasted, incorporated, calculated, evaluated, supported, and led.

Qualification is critical whenever possible. **Numbers are very important** and relate to scale, frequency, dollar amounts, time saved, or outcomes immediately increase credibility. Even non-finance roles should be translated into banker-relevant language by framing work as analysis, research, diligence, modeling, client interaction, or presentation-based deliverables. Job titles matter far less than how the work itself is described.

6. Leadership and Activities

Business is a team-based industry, so leadership and extracurricular involvement matter more than many candidates expect (They also show you have a personality and hobbies). Activities that demonstrate responsibility, initiative, and teamwork are especially valuable. Leadership roles should highlight ownership, managing others, meeting deadlines, and delivering results under pressure. This section should be written with the same rigor as professional experience, rather than framed as simple participation.



7. Skills Section

The skills section should be concise, clean, and credible. Technical skills commonly expected for banking roles **include Excel, PowerPoint, and word**. I would not put financial modeling, and valuation methodologies such as discounted cash flow analysis, public comparables, precedent transactions, and investing/day trading as these can lead to conversations and very in-depth questions you might not know. Skills should never be rated or exaggerated, and basic tools should not be listed. Any skill included **should be something you are comfortable being tested on in an interview** (Such as another language)

8. Interests Section

The interests section plays an important role in assessing culture fit and often serves as a conversation starter during interviews. Strong interests are specific and genuine, such as particular sports, fitness routines, or hobbies you have. Generic interests add little value unless they are clearly differentiated. Anything listed should be something you can discuss naturally and in detail.

Examples include: NBA, chess, snowboarding, sunsets, Mexican food

9. Common Resume Killers

There are several mistakes that consistently sink otherwise strong candidates. These include inconsistent verb tense, misaligned dates, dense or wordy descriptions, vague experience statements, and any typographical errors. Listing responsibilities instead of outcomes or showing no exposure to finance at all are also frequent issues. If a resume looks rushed or sloppy, it is usually treated that way.

10. Final Banker Test

Before submitting your resume, apply a final filter. You should be able to explain every line in detail, clearly demonstrate interest in the field, and feel confident that the resume could be sent directly to a client without embarrassment. If it passes that test, you are in strong shape.

How My Resume Review Works

If you are interested you can **schedule a resume review**. This is not a call and not a surface-level review. I review your resume the same way I have reviewed hundreds of resumes, with line-by-line edits, rewritten bullets, formatting corrections, and positioning tailored specifically for banking recruiting. You receive a marked-up resume along with direct, honest feedback on competitiveness and clear next steps.

This guide reflects real banking standards, not career center advice.



Top Tips

- Make sure all bullets and dates are aligned. Dates at the end of the page with 1 font to push as far to the edge as possible
- Use action words and numbers as much as possible
- Keep it chronological
- If you need more room make your margins smaller and can decrease font on certain titles
- Try to keep each bullet 1 and maybe 2 lines with no more than 3-4 bullets per entry.

