

RESUME : AFTER

NAME

ADDRESS

Phone: +852 00000 * Email:

Education:

University of XXX

City, Country
(expected) 2013

Bachelor of Economics and Finance

- **Dean's Honor List** -- 2009-2010
- **XXXX Scholarship** -- (Awarded to 22 students from the XXXX Province)
- **Second Place** -- Campus "Freshman Cup" Badminton Competition (Group Prize)

University of XXXX

City, Country
2011

International Exchange Program / Academic Focus: Economics

- **Dean's Honor List** for Winter and Spring terms

XXXX University

City, Country
2009

University of XXXX Preparatory Year / Academic Focus: Mathematics

Professional Work Experience:

XXXX -- Investment Banking Department

City, Country
2010

Summer Financial Internship

- Conducted feasibility analysis for listing international and domestic companies
- Constructed financial valuation models for IPOs, and SEOs
- Prepared marketing information and coordinated financing plans for listing corporations
- Completed industry and company profiles for XXXX'S business development programs
- Utilized analytical software including Bloomberg, FactSet, Wind, and Thomson One

XXXX Securities

City, Country
2010

Equity Research Internship

Authored research reports on *Overseas Chinese Town, Jinjiang Hotels, and Yulong Tour* and the tourism industry
Investigated National Development and Reform Commission's property policy and operational status
Performed sophisticated financial analysis including gross profit rates, and liquidity ratios for core companies
Completed comparative analysis of financial metrics such as P/E ratio and EPS for different firms
Edited monthly publication report and created financial forms

Extracurricular Activities:

XXXX University School of Economics and Finance

2010

Financial Research Assistant for Dr. XXXX

- Investigated Taiwanese investment trusts (such as *Yuanta Fund* and the *Paradigm Fund*)
- Researched fund portfolio mix to determine regulatory compliance including:
 - Determining industry concentration; and
 - Evaluating asset classes
- Analyzed the regulatory oversight functions of the Securities and Futures Bureau (SFB)

XXXX University -- International Committee

2009 – 2010

Vice President

Organized parties and celebrations to improve relations between local and non-local students
Invited more than fifty non-local students to participate in major sporting events and cultural activities
Participated in inter-hall sports competitions, including volleyball, badminton and tennis matches
Performed as piano accompanist for an inter-hall choir competition

Additional Talents and Abilities:

Language Skills: Mandarin Chinese (native), English (fluent), Cantonese Chinese (conversational)

Computer Skills: Proficient in MS Word, Excel, PowerPoint, Access, SPSS and Excel VBA

Finance Skills: Passed the Chartered Financial Analyst (CFA) Level I Test

TOP ✓ Admit

CRITIQUE SAMPLE

Hello,

Thanks for sharing your resume and after making initial revisions I've put down some comments below.

I can first mention the approach I take in editing a resume. As you are applying for a graduate school program, the first thing I would do is ask myself the same questions your admissions officers likely will be asking. Viewing any candidate for a postgrad program, I would be concerned about the following from most to least important:

1. Do you have the skill set necessary to thrive in the program to which you're applying?
2. After you graduate, do you have the attributes, abilities, and attitude that will make you a success in your field?
3. Will this degree enhance the professional track you're already on, and leverage the skills you already have?

There are three more important questions that you may not be able to answer fully with your resume, but you can try to lay the groundwork as you answer these issues in your interview and personal statement:

4. What in your history has led you to decide to sacrifice time and money in your professional career to instead go for an advanced professional degree?
5. Why are you doing it now, as opposed to some other time?
6. From the perspective of the individual admissions officer, why are you particularly interested in *their* school?

I would suggest you should keep each of the above questions in mind to evaluate what to keep in your resume, what to leave out, what to highlight and emphasize, and what to put further down with less importance.

Later on when preparing for a face-to-face or online interview, you should practice telling an interesting two-minute story about each and every headline and bullet point you've included. If the story would be boring or irrelevant for your interviewer, you may want to minimize it or take it out.

As a grad school applicant, you will want to lay particular emphasis on your academic path and strengths and ensure that what you present here is standardized and understandable from the perspective of the school to which you're applying. You could also include relevant coursework under your degree, especially as pertaining to your program.

One more suggestion I would have is to insert an "Objective" or "Career Summary" at the top. This is the place where you can briefly explain your motivation and rationale for going for a graduate degree.

I hope this helps, and I'll be standing by if you would like to engage in a 2nd editing round. – Thank you!