

Resume Development | Spring 2019



THE OWL FUND



# A Quick Background

## Brendan Biles

### TUIA Experience:

- *President*
- *Treasurer*

### Owl Fund Experience:

- *Lead Analyst, Technology*
- *Analyst, Healthcare*

### Fox Fund Experience:

- *Lead Analyst, Healthcare*
- *Analyst, Technology*

### Internship Experience:

- Incoming Investment Banking Summer Analyst at Credit Suisse, Financial Institutions Coverage Group (Summer 2019)
- Corporate Banking Summer Analyst at Wells Fargo, Technology Coverage Group (Summer 2018)
- Information Systems Summer Intern at SquashSmarts Philadelphia (Summer 2017)



# Agenda

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# Resume Overview

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What is the purpose of a resume?

# Resume Overview

## Prove that You're a Serious Candidate

- Show off attention to detail → ensure that the entire resume is perfect
  - If you get this wrong, you **will** get cut
- Demonstrate that you can work hard
  - Does not need to be finance-related
  - However, must show relevant skills
    - Strong communicator? Strong logical thinker? Great markets knowledge?
- Demonstrate an **interest in finance**
  - Does not need to be formal

# Resume Overview

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## What does attention to detail look like?

- No grammatical mistakes
- No inconsistent formatting
  - Spacing
  - Line height
  - Bulleting
- Tenses are correct
- No hanging lines
  - Will discuss later
- No excessive white space
- Professional/business language

# Resume Deep Dive



## Resume Part One: Education

FirstName LastName

Phone Number | Email Address | LinkedIn URL (clean!)

### EDUCATION

Temple University – Fox School of Business and Management

Philadelphia, PA

*Bachelor of Business Administration*

Graduation Date

- **Major:** Finance and Economics Minor | **GPA:** ###/4.00
- **Honors:** Dean's List (Fall ##### - Spring #####) 'University/Fox Honors Program', 'Any Scholarship'
- **Relevant Coursework:** Economics / Accounting / Finance classes, anything business-related
- **Organizations:** 'Fraternity/Sorority', 'SPOs or student-run organization that you don't hold a leadership position'
- **Study Abroad/Away:** 'University Name'

High School Name

Philadelphia, PA

- **GPA:** ###/4.00
- **Honors:** 'Honors Program', 'Any Academic, regional or national award'

Graduation Date

- Relevant coursework – usually financial accounting & econ class are great here
- Organizations – do **not** repeat orgs that you will discuss in activities/work experience
- Include any and all organizations! Hard work + involvement is a great thing
- High school – could be a talking point with employer, but not as useful

# Resume Deep Dive



## Resume Part Two: Work Experience

### WORK EXPERIENCE

#### Company Name

*Position Title - Group/ Department Name*

- Description line 1
- Description line 2
- Description line 3

City, State/Country

Start Date – End Date

#### Company Name

*Position Title - Group/ Department Name*

- Description line 1
- Description line 2
- Description line 3

City, State/Country

Start Date – End Date

- Use technical terms to describe your internship (e.g. valuation, types of financial models, due diligence, value drivers, industry analysis, etc.)
- Provide numbers wherever possible → **results-oriented**
  - E.g. “Researched publicly-traded healthcare companies with market capitalization between \$500 million and \$5 billion
- If you managed people, make sure to mention the amount of people you managed
- **Obvious:** don't lie, disclose confidential info., or otherwise shoot yourself in the foot



# Resume Deep Dive



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## Resume Part Three: Leadership & Activities

### LEADERSHIP & ACTIVITIES

**Student Club Name**

*Position Title*

- Summary sentence stating what you did and the overall results of your work
- Summary sentence stating what you did and the overall results of your work
- Summary sentence stating what you did and the overall results of your work

**City, State/Country**

Start Date – End Date

**Charity/Sports Organization Name**

*Position Title*

- Summary sentence stating what you did and the overall results of your work
- Summary sentence stating what you did and the overall results of your work
- Summary sentence stating what you did and the overall results of your work

**City, State/Country**

Start Date – End Date

- Student club – describe your contribution to the organization, as well as the number of people on your team/exec board
  - E.g. “Designed and implemented growth and marketing strategies through social media, resulting in a 27.6% semester-over-semester membership increase”
- Charity/sports – charity events organized, how much you raised, for what cause
- Fraternity and sorority leadership positions work well here also

# Resume Deep Dive



## Resume Part Four: Skills & Interests

### SKILLS & INTERESTS

**Languages:** Fluent in xxxx and xxxx; Conversational Proficiency in xxxx

**Technical Skills:** Example – Bloomberg, Microsoft Word, Excel, PowerPoint, Access, FactSet, Thomson One

**Certifications:** Example – Bloomberg Market Concepts, FactSet financial modeling certification

**Case Competition:** Example – Target Case Competition, Deloitte Case Competition

**Volunteering:** Volunteering events and organization

**Interests:** Sports, Hobbies, etc (make them actually interesting!)

- Languages – fluency in English is expected. Generally do not include
- Technical skills:
  - Fox has access to **fantastic** financial software, this is a **must have**
  - Microsoft excel is borderline mandatory here
- Certifications – Bloomberg markets concepts is a great one, as well as Adventis
  - You can include these elsewhere, however
- Interests (VERY IMPORTANT) – shows you have a personal life and are not a robot
  - E.g. – running/marathons, any competitive/interesting sport, musical performance, Mediterranean food, supercars, mixology, racketball, hiking, etc.

# FirstName MiddleInitial LastName

Physical Address | Phone Number | Email Address

## EDUCATION

**Temple University – Fox School of Business and Management** Philadelphia, PA  
*Bachelor of Business Administration* Graduation Date

- Major: Finance and Economics Minor | GPA: #.##/4.00
- Honors: Dean's List (Fall ##### - Spring #####) University/Fox Honor Program, 'Any Scholarship'
- Relevant Coursework: Economics / Accounting / Finance classes, anything business-related
- Organizations: 'Fraternity/Sorority', 'SPOs or student-run organization that you don't hold a leadership position'
- Study Abroad/Away: 'University Name'

**High School Name** Philadelphia, PA  
Graduation Date

- GPA: #.##/4.00
- Honors: 'Honor Program', 'Any Academic, regional or national award'

## WORK EXPERIENCE

**Company Name** City, State/Country  
*Position Title - Group/Department Name* Start Date – End Date

- Description line 1
- Description line 2
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**Company Name** City, State/Country  
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## LEADERSHIP & ACTIVITIES

**Student Club Name** City, State/Country  
*Position Title* Start Date – End Date

- Summary sentence stating what you did and the overall results of your work
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**Charity/Sports Organization Name** City, State/Country  
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## SKILLS & INTERESTS

Languages: Fluent in xxxx and xxxx, Conversational Proficiency in xxxx  
Technical Skills: Example - Bloomberg, Microsoft Word, Excel, PowerPoint, Access, FactSet, Thomson One  
Certifications: Example - Bloomberg Market Concepts, FactSet financial modeling certification  
Case Competition: Example - Target Case Competition, Deloitte Case Competition  
Volunteering: Volunteering events and organization  
Interests: Sports, Hobbies, etc

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: December 2017**  
**Major: Human Resource Management**  
GPA: 3.12 | Business Honors Program | University Honors Program  
Dean’s List, Fall 2014 | Study Abroad: Temple University Rome, Summer 2015

*Selected Courses:*

XXXXXXXXXXXXXXXXXXXXX                      XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX                      XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX                      XXXXXXXXXXXXXXXXXXXXX

ACTIVITIES & AWARDS:

- List SPO memberships, including any leadership roles, date(s)
- List campus/community involvement, date(s)
- List awards (academic and civic, athletic, etc), date(s)

EXPERIENCE: ORGANIZATION NAME, City State                      Month XXXX - Month XXXX  
**Job Title, Department or Unit**

- If appropriate, place your position in context with regard to one or more of the following parameters, including industry, size, population served, or # of locations or sites.
- If applicable, include a brief statement about promotions such as “started as server; promoted to hostess/supervisor.
- Describe a special accomplishment which demonstrates how you “added value” to the organization or enterprise.

NAME OF FIRM, City, State                      Month XXXX - Month XXXX  
**Job Title, Department**

- See first bullet above - context statement if appropriate.
- If this industry experience is similar to the one above, describe/highlight your specific “value added” duties as differentiated from those listed above.
- Use a phrase or incomplete sentence if it delivers strong and relevant facts. For example, “Extensively used Lotus 1-2-3 for data modeling, or “Updated SAP HR module.”

SKILLS & LANGUAGES:

- List computer skills
- List language skills and level of proficiency
- List specialized training, certifications

# Resume Mistakes to Avoid

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**We see these mistakes literally every day:**

## Content Mistakes

- Incorrect tenses
- Hanging lines
  - My worst nightmare
- Lack of focus
- No description of organization

## Formatting Mistakes

- Inconsistent...
  - Periods
  - Dates
  - Line heights
  - Bullets

# Resume Mistakes to Avoid

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## **Big Investment Firm**

*Summer Analyst – Investment Group*

**Philadelphia, PA**

June 2018 – August 2018

- Support the Investment Group in managing \$800 million in committed capital with a focus on public healthcare firms
- Provide detailed analysis and reports on target firms to assist portfolio managers in investment decision-making
- Interface with 40+ major clients to strengthen engagement and ensure continued business opportunities

# Resume Mistakes to Avoid

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## **Big Investment Firm**

*Summer Analyst – Investment Group*

**Philadelphia, PA**

June 2018 – August 2018

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- Provides detailed analysis and reports on target firms to assist portfolio managers in investment decision-making
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# Resume Mistakes to Avoid

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- Provides detailed analysis and reports on target firms to assist portfolio managers in investment decision-making
- Interfaces with 40+ major clients to strengthen engagement and ensure continued business opportunities

## **TUIA Fox Fund**

*Associate Analyst – Industrials Sector*

**Philadelphia, PA**

Jan 2018 – May 2018

- Analyzes economic trends, screens for undervalued companies, and develops three buy recommendations per semester.
- Values equities via cash flow models, P/E and EV/EBITDA multiple analysis, and comparable company trends.
- Develops detailed catalysts, risks, and industry analysis utilizing industry software such as Bloomberg and FactSet.



Thanks for Coming!

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# Questions?

