

# Investment Banking Résumé Checklist

The most powerful résumés are tailored to the needs and standards of their audience. They show the applicant's impact and skills enhanced/ utilized from their previous experience.

## Matthew Cronin

(435) 555-5555 | matthew.cronin@gmail.com | linkedin.com/in/mcronin

### EDUCATION

**College of Engineering | Utah State University**  
Bachelor of Science in Mechanical Engineering | Mathematics Minor

Logan, UT  
Dec 2018

- 3.79 GPA
- Dean's List (6 semesters)
- Recipient of USU Full-Tuition Presidential Scholarship for outstanding academic performance
- Recipient of Mechanical Engineering Department Academic Scholarships (4 semesters)
- Nominated for Outstanding Mechanical Engineering Senior (Jan 2018)
- Inducted into USU Chapter of Tau Beta Pi Engineering Honor Society (Mar 2017)
- Expanded proposal writing abilities while participating in USU Honors Program courses and extra-curricular projects
- Relevant Coursework Competencies: statistics analysis and interpretation using SAS, thermodynamics, mechatronics, dynamic systems and controls, analyzing numerical data and reporting trends, computer coding in C++ and Matlab, professional and technical writing, budgeting, engineering design and analysis

### EXPERIENCE

**Federal Bureau of Investigation**

Salt Lake City, UT  
Jun 2017 - Present

*Honors Intern*

- Obtained Active Top-Secret FBI Security Clearance and successfully passed full background investigation and polygraph
- Organized and compiled evidence for Special Agent cases, including thousands of texts and photos for legal review
- Analyzed and processed numerical and text data to increase efficiency of Special Agent investigations and case work
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- Provided professional engineering opinion concerning mechanical evidence (i.e., evidence in spy/espionage investigation)

**Mechanical Engineering Department | Utah State University**

Logan, UT  
Aug 2017 - May 2018

*Ergonomics Team Lead*

- Collaborated as part of 5-member student engineering team to design and manufacture a rickshaw device which will enable disabled individuals to experience outdoor hiking trails (for a local non-profit organization)
- Directed user-interface design element of rickshaw to make final design more user-friendly, in addition to fulfilling customer-specified requirements
- Presented and communicated engineering ergonomic design elements to customer and sponsor

**Brigham City Recreation**

Brigham City, UT  
(Summers Only) May 2016 - Aug 2016

*Tennis Director/Instructor*

- Facilitated advanced tennis skills in 60-70 beginner-to-advanced level tennis students weekly and managed 10-12 instructors
- Promoted from instructor to director after 4 months of experience, due to professional maturity and trustworthiness
- Enhanced organizational and leadership skills while coordinating trainings and competitions for league members, ages 12-17
- Demonstrated diplomacy and conflict resolution to build healthy communication between parents, students, and instructors

### VOLUNTEER

**Mechanical Engineering Department | Utah State University**

Logan, UT  
Jan 2017 - May 2017

*Intro to Mechanical Engineering Course Mentor*

- Mentored freshmen regarding internship and career possibilities, specifically FBI and Navy Nuclear Engineering

**The Church of Jesus Christ of Latter-day Saints**

Asuncion, Paraguay  
May 2013 - May 2015

*Full-Time Volunteer Representative*

- Invested 80+ hours per week teaching life improvement principles in Spanish and Guarani, to diverse groups and individuals
- Acquired strong proficiency in both written and spoken Spanish and Guarani within 2 months
- Supervised and motivated 6-20 full-time volunteers, coordinated trainings, and organized service projects and meetings

### SKILLS/ACCOMPLISHMENTS

- Received Navy Nuclear Propulsion Officer Program (NUPOC) acceptance offer (Aug 2016)
- Maintained 3.84 GPA while investing up to 20 hours per week on USU Rugby Team and taking 16 engineering credits
- Graduated Valedictorian, elected 3 years to student government, and received 2 academic all-state awards in cross country and tennis while in high school (2009 - 2012)
- Interests: Skiing, tennis, backpacking, river rafting, saxophone, bag pipes, piano, American and military history

# BEFORE Sample Things to Avoid

## Omit Objective Statements

- Standard Procedure: Do not include

## Avoid Weak or Wordy Bullets

- Start with a powerful verb
- Avoid personal pronouns and weak verbs like “assisted” “helped” and “worked”

## Inconsistencies

- Section headings, dates, dashes/hyphens, intending, bullets, spacing, font, underlining, format and position of job titles, company name, dates, location, etc.

## Avoid Redundancies

No Typos, Spelling Errors

# Matthew Cronin

5555 South 555 West, Perry, UT 55555

(435) 555-5555

[matthewcronin555@gmail.com](mailto:matthewcronin555@gmail.com)

## Undergraduate Engineer Seeks Full Time Employment

### EDUCATION

B.S. Degree, Mechanical Engineering, Math Minor  
Utah State University (USU), Logan UT

May 2018  
3.79 GPA

### WORK EXPERIENCE

#### Honors Intern

Federal Bureau of Investigation

Summer 2017-Present

- Possess Active Top Secret (TS) FBI Issued Security Clearance and successfully passed full background investigation and polygraph
- Organize and compile evidence for ongoing cases alongside the Case Agents. One of my tasks was to organize and summarize 1000's of text and photo evidence for a legal review
- Have experience working with different squads and a variety of information relating to National Security, International Terrorism, Public Corruptions, and the Evidence Response Team
- Help coordinate and conduct FBI community outreach programs to children and teenagers
- I have been sought out to give my engineering opinion concerning mechanical evidence i.e. a piece of evidence taken from a suspected spy in an espionage investigation
- I currently work 16 hours a month at the Salt Lake City FBI Field Office as an honors intern in the Public Corruptions Division while going to school full time

#### Tennis Instructor

Brigham City Recreation

Summer 2015

- Directed technical and skill instruction for approximately 300 youth in Brigham City's tennis program
- Improved communication skills through teaching children (ages 8-16) one-on-one, communicating with the parents, and being a liaison between the tennis instructors and the Brigham Recreation Staff

### SERVICE

#### Religious Missionary Service

Asuncion, Paraguay

May 2013 - May 2015

- Learned Spanish and the native language of Guaraní. Communicated in Spanish daily
- My responsibilities included supervising 6-20 missionaries and coordinating trainings, organizing service projects and meetings, and motivating the missionaries

#### Mentor

USU ENGR 1500 Class

January 2017 - May 2017

- Mentored students in the beginning engineering class regarding internship possibilities specifically internships at the FBI and career opportunities such as the Navy Nuclear Engineering Program

#### Three Mile Creek Shooting Sports Complex Range Safety Officer Volunteer

June 2015 - Present

- Volunteered 50+ hours supervising public shooters at the Perry City Gun Range to ensure safety standards and procedures were followed

### ACCOMPLISHMENTS & ACTIVITIES

- Nominated for Outstanding Mechanical Engineering Senior, January 2018
- Summer 2017 FBI Honors Intern
- Inducted into USU Tau Beta Pi Engineering Honor Society March 2017
- Accepted into the Navy Nuclear Propulsion Officer Program (NUPOC), August 2016
- USU Honors Program, 2012-Present
- USU Presidential Scholarship Recipient, 2012-Present
- Graduated Valedictorian of Box Elder High School, 2012
- Eagle Scout, 2008

# Appeal & Functionality

- Reader-friendly and Functional

## Name and Personal Letterhead Stand Out

- Include phone, email, and LinkedIn URL

## Tools to Help Find Most Important Information:

- Indentation, **bolding**, underlining, *italics*, ALL CAPS, easy-to-read font, proper order of sections and bullets, etc.

## Grammatical Correctness and Consistency

- Section headings, dates, dashes/hyphens, indenting, bullets, spacing, font, underlining, etc.

## No Personal Pronouns No Typos, Spelling Errors

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Ergonomics Team Lead

Logan, UT  
Aug 2017 - May 2018

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Tennis Director/Instructor

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Full-Time Volunteer Representative

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# Appeal & Functionality

- Know Your Audience

## 'Audience-relevant' Order

- 1<sup>st</sup> Section: Education
- 2<sup>nd</sup> Section: Experience
- 3<sup>rd</sup>/4<sup>th</sup> Sections: Volunteer, Leadership, Skills & Accomplishments, etc.

## Resume 'Crowded'

- Investment banking résumé is not packed, it tells your audience you have run out of good things to say about yourself.

## Format for Experiences

- Company Name | On the first line and over to the left
- Job Title | On the second line and over to the left
- Locations (city, state) | On the first line and over to the right
- Dates | on the second line and over to the right

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Months in three-letter abbreviations

Do not include “Anticipated/Expected Graduation”

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# Education

Company Name = University name  
Job title = Title of degree being pursued  
Location = City and state of university  
Date = Graduation month and year

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**EDUCATION**

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## Options for bullets

- Minor and/or emphases
- 3.5 or higher GPA
- Relevant coursework/projects (when it adds unique value - include most relevant first)
- Scholarships, relevant society or extracurricular involvement
- Additional educational successes/accomplishments

Create consistently formatted headings

Underneath each section, include bulleted content that proves your relevant skills and accomplishments.

# Experience

## EXPERIENCE

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## Questions to Consider

- Does each position include company name, job title, location, and dates in appropriate places?
- Have you effectively shown your impact in each experience?

# Effective Bullets

Do the bullets start with a powerful verb that draws the reader in?

- Past tense for past positions
- Avoid verbs like “assisted,” “helped,” or “worked.” The reader cannot tell what your specific role/impact was.

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# Effective Bullets

Do the bullets make and back up claims that 'show', rather than just 'tell' what you have to offer (with methods such as those listed below)?

- Showing accomplishments made
- Showing skills utilized/developed/enhanced
- Context (i.e., timelines, method(s) used, reasons/intended outcomes, etc.)
- Quantifying

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*Full-Time Volunteer Representative*

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May 2013 - May 2015

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# Effective Bullets

Are the take-home messages (THMs)\* communicated effectively?

Are the bullets concise? | Does not necessarily mean short; it means to the point and powerful, not wordy.)

Can the reader easily grasp the THMs on the first read-through? | \*The THMs (or 'take-home messages') are the messages you want your reader to glean from your application materials about you and what you have to offer them.

Do the bullets represent the best you have to offer without overstating skills/accomplishments or being misleading?

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# Additional Qualifications or Supplemental Sections

## Missionary Experience

- Is it included in the section and formatted in a way that will appeal most to this specific audience? (experience versus volunteer/service)
- Does it specify that it was full-time and volunteer?
- Does it describe positions and accomplishments\* in terms of transferrable phrases and skills, rather than using church lingo?

\*Do not quantify baptisms as an accomplishment or leadership positions as promotions or use religious language

## **VOLUNTEER**

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# Additional Qualifications or Supplemental Sections

## Interests Bullet(s) In the Last Section:

- Including one bullet about your interests sends a message that you are well-rounded and have 'work life' balance outlets (to avoid burn-out). It also facilitates a potential connection with the interviewer.
- Do not include controversial interests like hunting or being a member of the NRA

## SKILLS/ACCOMPLISHMENTS

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