

HOW TO WRITE YOUR CV



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Oxford Women in Finance Oxford Finance Society



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Contents

Writing your CV	2
Format	2
ATS Screening	2
Structure and Template	3
Appendix	6
Action Verbs	6
Qualities and Competencies	8

Writing your CV

Your CV or resume is a short summary of your education, experiences, and skills that you submit when applying for jobs or internships. It is intended to communicate your fit for the role to the recruiter so writing a concise, professional CV helps to highlight your strongest qualities.

Format

Whilst varying CV designs are more common in other industries, applications in the finance sector should follow the standard format described to allow the recruiter to understand your skills and qualifications. Using a consistent format throughout your CV will express your professionalism and emphasise your experience.

Your CV should:

- Be no longer than one page of A4.
- Be written in a black, font of size 10-12pts. The most commonly used fonts are Calibri, Times New Roman, Arial, Garamond, and Helvetica.
- Leave enough white space in the margins. Readability is very important when writing your CV and squeezing too much information onto the page can be overwhelming for a recruiter and deter them from reviewing your application in detail.

ATS Screening

The majority of large companies use ATS to screen their applications as they often receive far more applications than recruiters can read through individually.

ATS is a software that filters CVs according to parameters outlined by the company. These usually include skills and experiences relevant to the job description, but can also feature requirements for qualifications or experience with specific programmes.

The software typically removes any designs on your CV, so to ensure the information on your CV is communicated clearly, follow the format above.

Tailoring your CV to the job description will help you get past this first screening stage. For each role you apply to, highlight the technical and behavioural skills mentioned in the description and work these skills into your CV through the descriptions of your work experience and qualifications. Use the qualities and competencies tables in the appendix to select the main skills to convey in your CV.

Structure and Template

Your CV should include the following information in the specified order. Know your CV in detail for interviews - if you're asked to walk an interviewer through your CV, you should be able to highlight the most important experiences and skills from memory.

1. Name and contact details

Put your full name at the top of your CV, and below it your email, phone number, and a link to your LinkedIn profile. You can use your university or personal email but remember that your Oxford email will be deleted three months following your graduation so update your contact details accordingly.

Make sure that your LinkedIn is up-to-date with the experiences detailed on your CV, and it's recommended to have a professional-looking profile picture – either a headshot or a clear picture of your face and wearing business attire.

However, do not include your photo directly on your resume – it could distract the recruiter and hinder the ATS software.

2. Education and Qualifications

For university students, your education should be at the top of your CV. Put your university with your degree and grades achieved so far, as well as any modules that you've taken relevant to the role you're applying for. Include awards achieved at university, for example, a college scholarship or subject prize.

Under your university name, write your sixth form or secondary school with details of A Levels and GCSEs achieved. Mention any subject or school prizes awarded as well as positions in the school, for example, Head Girl/Boy.

3. Work Experience

At this stage in your career, it's possible (and expected!) that you won't have a lot of experience in finance. When writing the work experience section of your CV, focus on emphasising your transferable skills for the role and how your competencies make you a good fit, as well as demonstrating an interest in the financial industry.

Mention any positions in finance societies at school or university, as well as relevant roles where you've demonstrated the qualities outlined in the job description or achieved quantifiable results. Experiences should be in chronological order, with most recent roles coming first.

For each experience, write 2-3 bullet points describing your actions and achievements. Each bullet point should start with an action word (refer to the appendix for a list of useful verbs) and be 1.5 – 2 lines long. Write in the past tense unless you are describing a current role.

Use the **CAR (Challenge, Action, Result) method** to guide your writing of action-driven, results-orientated bullet points for each of your roles.

- What was the Challenge (Situation/Task) you had to solve?
- What Actions did you take to solve it?
- What were the Results you achieved? Quantify your contributions and impact.

Remember, this isn't the place to repeat the job description – it's a chance to show off your contributions and impact to the organisation!

4. Additional Information

This is the section to include any information that you think will help your application. It shouldn't be longer than your work experience section and serves to add dimension to your candidacy or further demonstrate your interest and relevant skills.

You can include:

- Extracurricular commitments, particularly ones where you hold a leadership position.
 - Non-finance society committee positions.
 - High-level sports achievements (university-level or above).
- Language skills.
- Programming and IT skills, including specific programmes or software relevant or helpful to the role.
- Coding projects - these are especially helpful and important for quantitative roles such as trading and research.
- Certifications and online courses – the more intensive courses geared towards professional development hold more weight here, but anything that demonstrates an interest in finance or is relevant to the role is useful.
- Essay prizes and competition awards.
- Volunteering.
- Experience with personal investing if you've achieved strong annualised returns.

Below is a sample CV demonstrating the above. This CV uses fictional organisations and is intended to provide a template.

Name Surname

name.surname@jordan.ox.ac.uk | +44 (0) XXX XXX XXX | LinkedIn

Education

University of Oxford, Jordan College

2022 – 2025

BA Economics, First year exam results: Distinction (1st class degree)

Modules include Financial Modelling, Quantitative Economics. Awarded college scholarship for exam performance.

Moordale Secondary School

2020 – 2022

A Levels: Mathematics (A*), Economics (A*), History (A)

GCSEs: 5 9s, 3 8s, 2 7s including 9 in Economics and Mathematics

Awarded Moordale Prize for Economics

Work Experience

Oxford Investment Society

Oct 2022 – present

Analyst

- Selected out of 50 applicants as a technology, media, and telecom (TMT) analyst, writing termly stock pitches to inform investments in society portfolio of £6,000
- Performing valuations, including DCF analysis and comparable company analysis, practicing financial modelling and Excel, preparing pitch materials for portfolio managers
- Won Best Stock Pitch out of 10 entries in first term for presentation on Waystar Royco, investment strategy was implemented and achieved a 17% return in Oct 2023

Genovia Ministry of Finance

Jun – Jul 2022

Summer Intern

- Wrote reports on Genovia's tobacco industry, modelled scenarios of increasing tobacco tax to analyse change in income, presented findings to a team of 5
- Researched economic and financial policy, produced online resources for the government website on recent changes in industry taxes including the sugar tax

Goliath National Bank

Apr 2023

Spring Week

- 5-day programme covering divisions in the bank and financial knowledge, participated in lectures on market research and financial modelling
- Presented market analysis of telecommunications industry to senior bankers, won best presentation out of 10 teams and received return offer for 2024 Summer Internship

Moordale Economics Society

Sep 2021 – Jun 2022

President

- Managed committee of 6 to lead society educating students on topics in Economics and Finance through hosting weekly speaker events with attendances of 50+
- Expanded society membership by 60% through implementing school-wide marketing campaign, achieved 10k+ impressions on social media and increased website visits by 30%

Fundraising Officer

Sep 2020 – Jun 2021

- Fundraised £1,200 for the society through organising fundraising events, created sponsorship pitch deck to build 3 partnerships with companies

Additional Information

- Elected by 200 students as the school's Charities Representative (2021 – 2022), led team of 8 to plan 10 events with attendance of 300+, raised £5,000 for school's nominated charities
- Year 12 Economics Essay Competition 1st place out of 500 entries
- Languages: Fluent in French and Spanish

Appendix

Action Verbs

A				
Accelerated	Accomplished	Accumulated	Achieved	Acquired
Activated	Adapted	Addressed	Administered	Advanced
Advised	Aligned	Allocated	Amplified	Analysed
Appeared	Applied	Appointed	Appraised	Approved
Arranged	Assembled	Assessed	Assigned	Assisted
Assured	Attained	Audited	Authored	Awarded
B				
Balanced	Boosted	Briefed	Broadened	Brokered
Brought	Budgeted	Built		
C				
Calculated	Caused	Centralised	Chaired	Changed
Checked	Clarified	Closed	Coached	Collaborated
Collected	Combined	Communicated	Compared	Compiled
Completed	Computed	Conceptualised	Concluded	Conducted
Connected	Considered	Consolidated	Constructed	Consulted
Controlled	Converted	Coordinated	Counted	Created
D				
Dealt	Decided	Decreased	Deducted	Defined
Delegated	Delivered	Demonstrated	Designed	Detailed
Detected	Determined	Developed	Devised	Diagnosed
Digitised	Directed	Displayed	Distributed	Diversified
Documented	Doubled	Drafted		
E				
Earned	Edited	Effected	Elected	Eliminated
Employed	Encouraged	Endorsed	Enforced	Engineered
Enhanced	Enlarged	Enlisted	Ensured	Eradicated
Established	Estimated	Evaluated	Evidenced	Examined
Exceeded	Executed	Expanded	Expedited	Experienced
Experimented	Explained	Explored	Expressed	Extended

F				
Facilitated	Finalised	Financed	Focused	Forecasted
Formed	Formulated	Fostered	Founded	
G				
Gathered	Generated	Granted	Grew	Guided
H				
Halved	Handled	Headed	Helped	Hypothesised
I				
Identified	Illustrated	Implemented	Improved	Improvised
Incorporated	Increased	Influenced	Informed	Initiated
Innovated	Inspected	Inspired	Installed	Instigated
Instituted	Instructed	Integrated	Interpreted	Interviewed
Introduced	Invented	Invested	Investigated	Involved
J				
Joined	Judged	Justified		
L				
Launched	Learned	Lectured	Led	Liaised
Logged	Lowered			
M				
Made	Maintained	Managed	Manipulated	Mapped
Marketed	Matched	Maximised	Measured	Mediated
Met	Minimised	Mitigated	Modelled	Modernised
Modified	Monitored	Motivated	Mounted	Moved
N				
Navigated	Negotiated			
O				
Observed	Obtained	Operated	Optimised	Organised
Originated	Outlined	Overcome		
P				
Participated	Perceived	Performed	Persuaded	Piloted
Pioneered	Planned	Predicted	Prepared	Presented
Presided	Prevented	Processed	Procured	Produced
Programmed	Projected	Promoted	Proposed	Protected
Proved	Provided	Published		
Q				

Qualified	Quantified	Questioned		
R				
Raised	Rationalised	Realised	Reasoned	Rebuilt
Received	Recommended	Reconstructed	Recorded	Redesigned
Reduced	Refined	Regulated	Reinforced	Rejected
Related	Renewed	Reorganised	Repaired	Replaced
Reported	Represented	Researched	Resolved	Responded
Restored	Retained	Retrieved	Reviewed	Revised
S				
Scheduled	Secured	Selected	Served	Set up
Settled	Shaped	Shared	Shortened	Showed
Simplified	Sold	Solved	Sorted	Specified
Started	Streamlined	Strengthened	Structured	Studied
Submitted	Succeeded	Suggested	Summarised	Supervised
Supplied	Supported	Surveyed		
T				
Tailored	Targeted	Taught	Tested	Traced
Tracked	Traded	Trained	Transferred	Transformed
Translated	Transported	Travelled	Tripled	Tutored
U				
Uncovered	Understood	Undertook	Updated	Upgraded
Utilised				
V				
Verified	Visited			
W				
Widened	Won	Worked	Wrote	

Qualities and Competencies

Qualities

Accountable	Adaptable	Analytical	Articulate
Calm	Can-do attitude	Capable	Challenging
Clear thinker	Collaborative	Committed	Competent
Conceptual	Consistent	Creative	Culturally sensitive

Curious	Dedicated	Diplomatic	Efficient
Empathetic	Energetic	Enthusiastic	Experienced
Flexible	Global	Honest	Integrity
Intelligent	Intuitive	Logical	Motivated
Organised	Patient	Perceptive	Persuasive
Proactive	Productive	Professional	Qualified
Reliable	Resilient	Resourceful	Responsible
Results-orientated	Self-motivated	Supportive	Talented
Thorough	Time management	Trustworthy	Versatile

Competencies

Accountability	Analytical thinking	Attention to detail	Client relationships
Commercial awareness	Communication skills	Creativity	Critical thinking
Customer focus	Decision Making	Entrepreneurship	Financial modelling
Independent	Innovation	Leadership	Negotiation
Networking	Organisational skills	Planning	Presentation skills
Problem solving	Project management	Quantitative ability	Strategic thinking
Teamwork			