

Personal Intro Example – Experienced professional with a unique set of skills, utilising the knowledge and business experience obtained as an employee of leading organisations combined with the outside – In approach of a Coach and Learning & Development specialist.

EDUCATION

2015 – 2016 MIT

Reading for Masters/PHD in.....

2007 – 2010 ABC University US

BA Business Administration

BUSINESS EXPERIENCE

2012 - 2015 XYZ Capital Ltd, London, UK

Private equity firm with £100m AUM

Senior Associate

- Reviewed and led c. 100 equity and mezzanine deals/investments of which 10 were completed (total deal size \$1.5bn+) and 2, in manufacturing and consumer goods, were exited
- Managed projects and conducted financial and commercial due diligence for target companies across a number of industry sectors and product offerings covering both equity and debt
- Dissuaded team from pursuing two fraudulent manufacturing investments of around \$10m each after initiating extensive additional due diligence, also saving significant deal fees
- Created a complex two-phase LBO model associated with significant acquisition of bolt-on company for a multinational insurance platform
- Led a team to complete a 200-page target screening report for upstream oil and gas, including senior industry management interviews and created a short-list of target companies

2011 - 2012 ABC Securities, London, UK

Boutique investment bank

Associate

- Supervised a three-professional-team to undertake due diligence and to wrap up an investment memo for a newspaper client's restructuring and back door listing process
- Advised FTSE 100 client on a \$200 MM acquisition of a smaller competitor, supervising due diligence, financial valuation and modelling
- Initiated in-house cross-team Associate meetings to generate mid-level origination ideas to pitch to Managing Directors for incremental business development

2010 - 2011 Big4 Partnership, London, UK

Professional services firm

Assistant Manager, Audit

- Steered team of 5 to provide clients with professional Financial Assurance Service (Audit and Financial Reporting) majorly in manufacturing industry
 - Analysed market trends, competitive landscape, margins and market share estimated for two major clients in the beverage and telco sectors
 - Collaborated with senior management and team members from more than 11 nations
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ADDITIONAL INFORMATION

- GMAT 720
- Manage personal value-investment portfolio achieving 15.9% annualised return
- Raised £3,600 for xyz charity, by running 2012 London Marathon
- Captained weekend football league team, winning successive championships (2010/2011)
- Advanced knowledge of Bloomberg, Business Objects, Hyperion, C++
- Interests include monitoring geopolitical events and publishing views on personal blog

Languages: English (native), French (fluent), German (conversational)

Nationality: British

NOTES: The importance of your CV

When applying for business school, you will have had to write a CV. How much effort did you put into it? Did you think about what other applicants might have on their CVs? Did you think about how to stand out from the crowd? Did you realise your CV is often your first, and often only, opportunity to sell yourself?

A good CV:

- Highlights your achievements
- Identifies what you excel at
- Creates excitement and differentiates you from others

Before starting your CV, think about yourself as a person:

- Who you are
- What drives you
- Your personal achievements

And then think about:

- What you have done
- Which skills are relevant
- Your professional achievements

Writing a CV using this format

This CV format is designed to highlight your experience, your achievements and your skills in an easy to read layout. Irrespective of how long you have been working, the information you provide should not exceed one page and should be broken down into EDUCATION / WORK EXPERIENCE / ADDITIONAL INFORMATION.

Recruiters have very little time to look at CVs for their first cut, sometimes no more than 6 seconds. Therefore, your CV must have immediate impact, describing your attributes in as succinct a way as possible.

Tips

- Make sure you fill the whole page, but avoid using too much information.
- Company descriptions should be short and not exceed one line.
- Aim to have between 12 and 15 bullet points to describe your achievements.
- Ideally, bullet points should be one-and-a-half to two full lines long and one continuous sentence.
- Your bullet points should be achievement based backed by skills or competencies.
- Use impact verbs to start each bullet point – examples include: accomplished, achieved, advised, analysed, assessed, coached, communicated, compiled, completed, convinced, created, defined, demonstrated, developed, enhanced, evaluated, executed, expanded, focused, generated, identified, implemented, improved, increased, initiated, invested, mentored; motivated, negotiated, organised, participated, performed, persuaded, planned, presented, produced, proposed, raised, recommended, recruited, represented, researched, revised, shaped, solved, succeeded, transformed, won!
- Try to demonstrate competencies that recruiters look for throughout your CV - examples include: accountability, analytical thinking, client focus, commercial acumen, commitment, communication, creativity, decisiveness, endurance, enthusiasm, entrepreneurship, independence, influence, initiative, innovation, leadership; modelling, motivation, negotiation, networking, people management, persuasion, project management, problem solving, quantitative ability, risk management, stakeholder management, strategic thinking, team working, transaction experience, valuation.
- Additional information should, where applicable, demonstrate that you are a rounded person with outside interests, mentorship and leadership skills (e.g. captaining a sports team), compassion (e.g. charitable work) as well as work-related information that is related to the role you are applying for (e.g. own portfolio, knowledge of Bloomberg, regular contributor to finance blogs).