

Your Resume/CV is a key part of your Goldman Sachs application. Therefore it's very important to build a successful Resume/CV that is well-written, clear and concise. Based on our experience reviewing numerous applications, we have outlined some Resume/CV best practices and winning strategies below.

### **Format**

- The information on your Resume/CV should be as readable and aesthetically pleasing as possible with a measured balance between text and space
- The standard length of a Resume/CV for a graduate application is one page. Everything included in your Resume/CV should add value
- Think about the points you consider particularly important. Block capitals, different size fonts and bold or italic type can help to direct the reviewer's focus. Use with moderation and be consistent in your formatting
- Avoid lengthy paragraphs; bullet points can be used to condense a list of details

### **Personal Details**

- Include your name, address, at least one email address, a home telephone number and a mobile telephone number
- Be sure that all of your contact details are correct and up-to-date
- Ensure that your e-mail address projects a professional image of yourself

### **Education Details**

- List your educational details in reverse order, with your most recent experiences first, back to your secondary level education
- Integrate your education institutions and qualifications into one section
- Highlight any positions of responsibility you may have held

### **Employment History/Work Experience**

- Especially if your career has been short to date, give details of all jobs and positions held. Include part time and unpaid work, starting with your current or most recent employer
- Work experience should not be limited to paid employment. Include any volunteer work, positions of responsibility within societies
- This section can be used by reviewers to target your Resume/CV for particular positions at Goldman Sachs. Use the experiences that you do have to talk about any relevant or transferable skills
- Do not use valuable space to include the full addresses of your past employers

### **Personal Development/Skills**

- Write about any courses, societies, voluntary work or responsibilities you consider relevant
- Sell any transferable or technical skills acquired

### **Before You Submit**

- Spell check!
- Print out a copy and ask yourself the following questions:
  1. Will a recruiter find my Resume/CV easy to read and impactful?
  2. Is the content concise and effective?
  3. Is the application a good reflection of me and my experiences?
- Ask a friend or colleague to read the document and ask them the same set of questions