

"Walk me through your resume"

Structure like a short 5-paragraph essay (250-400 words).

1. Introduction

Describe generally your background and your top skills in a sentence or two. If you have time, explain briefly why you decided to do what you now do.

"I got into financial research because I always loved math. Throughout my career, I've continually grown in my quantitative, analytical and financial skills, as well as leadership abilities."

2. Body paragraphs

Describe experiences similarly to Experience-Specific Questions, but be sure to keep it brief. Give an overview of the job, list a couple of accomplishments, and describe a couple of skills / strengths developed. Explain (in one sentence) why you chose to move on to the next job. Discuss jobs from the lesser of the past 3 jobs or the last 7 years.

"Sure. At PFM, I worked as a financial advisor to city and state governments, including helping those governments to issue bonds and manage funds. A couple of accomplishments I'm most proud of are that I revamped the portfolio of company-wide financial models to be up to 10 times faster and redesigned the new hire training program so that trainees were up to speed a month sooner. I also developed skills in Excel-based financial modeling,

analytical problem-solving, and corporate training curriculum design. After 5 years, I got hungry for new challenges.")

(more space for describing the other two experiences...)

3. Close

Highlight your overall value, and explain why this job is a strong fit for you, in one or two sentences.

"After these experiences, I am ready to build on my financial analysis background and leadership experiences to become an equity research project manager. This job will provide me with new challenges while building well off of my past work."

