Resume Guidelines

Master of Financial Engineering

UCLA Anderson School of Management

Review the following instructions and sample resume.

Apply the advice to your resume.

These guidelines have been created to **maximize success** in your internship (and job) search and are **the standard** that is expected in the MFE Program and Resume Book we submit to employers.

Instructions:

Review all documents included here before you begin.

Review the sample resume template (and checklist)

Draft your resume in similar fashion.

Focus on creating STRONG BULLET POINTS by using the S-A-R method.

Use ACTION verbs.

Proofread your resume for typos.

Title your document as follows: LastName_FirstName

Submit your resume draft in Microsoft Word format to

Riana Olson, Sr. Program Manager, Career Advising and Employer Relations
mfecareers@anderson.ucla.edu

Materials from Parker Center Management Center used with permission.

<div align="center">

YOUR NAME

City, State Zip *(Optional)*
Phone *(Required)* | first.last.20##@anderson.ucla.edu *(Required)*
LinkedIn Url/twitter handle *(Optional)*

</div>

EDUCATION

UCLA ANDERSON SCHOOL OF MANAGEMENT   Los Angeles, CA
Master of Financial Engineering   Expected December 2022
- *GMAT OR GRE quant scores (GPA can be added after the first quarter)*
- *Coursework may be included when you begin in fall*

YOUR UNDERGRADUATE UNIVERSITY   Location
B.A. (or equivalent), Major/Minor, X.XX   Graduation Date *(month year)*
- *GPA (if higher than or equal to 3.5, the Anderson average)*
- *Honors? Involvement? Leadership? Relevant coursework? Projects?*

SKILLS AND CERTIFICATIONS

- *Software: R, Python,* Java, C/C++…
- *Certifications:* CFA, Bloomberg, etc

EXPERIENCE

MOST RECENT COMPANY/ORGANIZATION 1   Location(s) of Office
Title   Dates of Employment
- Examined hedge fund replication strategies ………..………resulting in ……. ………
- Conducted performance analysis, factor analysis, principal component analysis, ……. more……. which led to
- Researched pairs trading strategy ………… more ……… results….
- Backtested commodity currency pairs and conducted sensitivity analysis …………more………………

NEXT RECENT COMPANY/ORGANIZATION 1   Location(s) of Office
Title   Dates of Employment
- Analyzed financial statements, constructed LBO models……… ……………… more……………
- Constructed appropriate stock pooling and implemented back testing ……………… more…………resulting in…..
- Conducted profit model analysis and cash flow forecasting……..…more.

NEXT RECENT COMPANY/ORGANIZATION 1   Location(s) of Office
Title   Dates of Employment
- Analyzed… and presented to senior management…………resulting in… will be implement in fall of 20##….
- Managed team of……………more……………… more… increasing efficiency of systems…..
- Developed a model in Excel VBA………………

NEXT RECENT COMPANY/ORGANIZATION 2   Location(s) of Office
Title   Dates of Employment
- Conducted fundamental research …..more………………resulting in
- Drafted content for daily research report …..more………………
- Coded an algorithm to predict………………

ADDITIONAL

- *Languages:* Spanish, Farsi…
- *Interests:* Other interesting things that would start a conversation or demonstrate your interest in your target industry/function

HOW TO WRITE EXPERIENCE BULLET POINTS: SITUATION, ACTION, RESULT (S-A-R)

Each bullet point is a forward-thinking advertisement – it is marketing your successes that your target audience values. Bullet points do not describe what you did and are NOT a laundry list of past responsibilities. Bullet points promote your transferable skills.

TARGET AUDIENCE
Select the 5-7 skills that are most relevant to your target audience. Below are some examples, but be sure to utilize all the resources available to you during your research.

- Communication/ Interpersonal
- Creative
- Finance/Quantitative

- Mentoring
- Leadership
- Organizational

- Research
- Problem solving
- Technical

SITUATION
Identify situations in which you demonstrated the skills you are emphasizing.

- What did you create/build, or ideas/ concepts you developed?
- Did you direct people or projects?

- What was your role / job description? Did you go above the requirements of the job description?

- What goals did you surpass or deadlines you met?
- What were problems or difficult situations you were able to solve? Challenges you overcame?
- What were you most proud of at your previous job? Any awards or promotions?

ACTION
- Start bullets with *action verbs* not passive phrases like "responsible for," "worked with," "assisted," etc. Passive phrases are unclear and do not market successes.
- First words of a bullet point are crucial and should immediately communicate that you have the skills/experiences that the reader/recruiter needs.
- Eliminate any jargon that is not applicable to the new job/position and incorporate any new keywords/ jargon that is applicable.

RESULTS
Quantify (#, %, $) your results wherever possible – these stand out. Focus on your individual achievements or contributions to team achievements. Remember, the last words of a bullet point are also crucial. Example …"a 10% sales increase" is less effective that "increased sales by 10%."

- Did sales or profits increase? Did costs decrease? Did it save money or time? Did it improve quality? If so, by how much?
- What was the impact of what you did on the process, the department, the firm, the clients, etc?

- If you exceeded your goals, by how much? If you can't quantify the result, consider the intended impact or provide comparisons (e.g. results vs. competitors, peers, prior years, etc)
- Did you receive any commendations for any of your work?

WRITE YOUR BULLET POINT

Example: Responsible for eight person team of engineers on $10m system development

- **What works for CONSULTING?**
  Led eight person team in the design and development of $10m new technology project finishing one week ahead of schedule with a cost savings of 10%
- **What works for FINANCE?**
  Structured, scheduled and forecasted $10m project using cost analysis tools and logistics modeling that improved efficiencies and reduced costs by 10%
- **What works for PRODUCT MANAGEMENT**
  Led cross-functional team of eight in the research, design, and feature development of innovative software. Launched one week ahead of schedule with a cost savings of 10%

CRITIQUE YOUR BULLET POINTS

- Determine if each bullet is clearly selling one of the 5-7 key skills. Remember the reader is thinking "What's in it for me? Have you done what I need/value?"
- Avoid repeating the same key skill. Consolidate related bullet points when possible.
- Every word counts - are you really saying what you mean to say? Are you saying it as concisely as possible?
- Bullet points are best if only one to two lines.

NEXT STEPS

- Prioritize bullets based on their relevance to targeted company/position (most important at top)
- Review other resumes for tips – second year resumes are searchable in myCareer
- Proofread resume for typos, inconsistencies and proper syntax. Errors are the easiest ways for employers to eliminate your resume. Get multiple reviews – the more eyes that see your resume the better
- Update your resume throughout the year. Be sure to include awards, projects, academic internship, leadership roles, etc, if they are relevant.
- Target your resume for each specific job posting. Ideally, have a customized version of your resume for every target company and position.

RELEVANT SKILL	SITUATION	ACTIONS	RESULT	S-A-R Bullet Point
1.				
2.				
3.				

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ACTION VERBS

Finance/Quant	Technical	Research	Communication/ Interpersonal		Leadership/ Management	
				marketed		launched
				mediated		lead
accrued	adapted	accumulated		merged		managed
accumulated	added	acquired	accelerated	moderated	accomplished	motivated
adjusted	analyzed	analyzed	achieved	motivated	achieved	negotiated
administered	applied	assessed	acquired	negotiated	administered	organized
aided	assembled	calculated	aided	observed	advanced	originated
allocated	automated	cataloged	addressed	outlined	allocated	outlined
analyzed	built	clarified	advised	participated	analyzed	oversaw
appraised	calculated	collected	answered	persuaded	applied	perceived
assessed	coded	compared	appraised	presented	appointed	planned
audited	computed	computed	apprised	promoted	approved	presided
back tested	conserved	conceived	arbitrated	proposed	assessed	prioritized
balanced	constructed	conducted	arranged	publicized	assigned	produced
budgeted	controlled	correlated	articulated	reconciled	anticipated	recommended
calculated	converted	critiqued	authored	recruited	attained	reconciled
compared	debugged	delivered	briefed	referred	authorized	recruited
computed	designed	detected	clarified	reinforced	chaired	reported
conserved	devised	diagnosed	collaborated	reported	conceived	represented
controlled	determined	discovered	communicated	represented	consolidated	resolved
corrected	developed	evaluated	composed	researched	consulted	reviewed
cut	diagnosed	examined	conducted	resolved	contracted	scheduled
decreased	drafted	experimented	consulted	responded	controlled	screened
determined	engineered	explored	contributed	solicited	converted	selected
developed	fabricated	extracted	conveyed	sold	coordinated	spearheaded
estimated	fortified	extrapolated	convinced	specified	decided	sponsored
figured	inspected	gathered	cooperated	spoke	delegated	staged
forecasted	installed	identified	coordinated	suggested	determined	streamlined
maintained	maintained	inspected	corresponded	summarized	developed	strengthened
managed	operated	interpreted	counseled	translated	directed	supervised
marketed	overhauled	interviewed	corresponded	verbalized	eliminated	troubleshot
measured	prevented	invented	debated	wrote	emphasized	
modeled	printed	investigated	defined		encouraged	
netted	programmed	located	demonstrated		enforced	
planned	rectified	measured	developed		enhanced	
prepared	regulated	monitored	directed		established	
programmed	remodeled	observed	discussed		evaluated	
projected	repaired	organized	drafted		executed	
purchased	replaced	proved	edited		expanded	
qualified	restored	researched	educated		expedited	
quantified	retrieved	reported	enlisted		founded	
reconciled	solved	reviewed	explained		formed	
reduced	specialized	studied	expressed		generated	
researched	standardized	summarized	formulated		governed	
retrieved	studied	surveyed	influenced		handled	
tabulated	trained	systemized	informed		hired	
tracked	upgraded	tested	inspired		hosted	
trimmed	utilized	validated	interacted		implemented	
validated			interpreted		improved	
			interviewed		incorporated	
			joined		increased	
			judged		initiated	
			lectured		inspected	
					instituted	

Administrative/ Organizational		Training/ Mentoring	Creative	Problem Solving	More Verbs	
	tabulated		acted		awarded	
	transcribed				boosted	
accelerated	transformed	adapted	abstracted	adapted	broadened	
accumulated	validated	advocated	adapted	adopted	catered	
adopted	verified	advised	adopted	advanced	excelled	
addressed	won	aided	applied	advised	launched	
approved		answered	authored	alleviated	mastered	
arranged		arbitrated	began	analyzed	modernized	
assembled		arranged	combined	anticipated	published	
cataloged		assessed	composed	attained	utilize	
categorized		assisted	conceived	augmented		
centralized		clarified	conceptualized	clarified		
charted		coached	created	coached		
classified		collaborated	customized	communicated		
coded		communicated	designed	conducted		
collaborated		contributed	developed	coordinated		
collected		cooperated	devised	critiqued		
collated		coordinated	directed	decreased		
compiled		defined	displayed	developed		
coordinated		demonstrated	drew	eliminated		
corrected		developed	established	enabled		
corresponded		educated	evaluated	encouraged		
dispatched		enabled	fashioned	ensured		
distributed		encouraged	founded	evaluated		
documented		ensured	formed	exceeded		
enter		evaluated	formulated	expanded		
executed		expedited	founded	expedited		
filed		explained	generated	explained		
generated		facilitated	illustrated	fabricated		
implemented		familiarized	imagined	facilitated		
incorporated		furthered	improvised	financed		
input		guided	initiated	focused		
inspected		incorporated	innovated	gained		
logged		informed	instituted	generated		
maintained		initiated	integrated	guided		
memorized		inspired	introduced	identified		
monitored		instructed	invented	improved		
operated		lectured	marketed	increased		
organized		mentored	modeled	individualized		
prepared		motivated	modified	informed		
prioritized		observed	originated	instilled		
processed		persuaded	painted	instructed		
purchased		presented	performed	motivated		
recorded		set goals	planned	persuaded		
registered		stimulated	presented	raised		
resolved		supported	problem solved	reconciled		
responded		taught	produced	reduced		
restored		trained	refined	revamped		
retrieved		tutored	rewrote	revitalized		
reviewed		updated	revitalized	simulated		
scan			shaped	solved		
screened			sketched	stimulated		
spearheaded			synthesized	strategized		
specified			updated	strengthened		
supported			visualized	taught		
surpassed				tested		
systematized				transmitted		

FINAL RESUME CHECKLIST

- ☐ Target your resume to the job posting
- ☐ Use action verbs to begin your bullet points
- ☐ Follow all directions in the job posting
- ☐ Always have at least one other person read your resume!

LAYOUT

- ☐ One page only
- ☐ Section headings:
  - ▪ EDUCATION
  - ▪ SKILLS/CERTIFICATIONS
  - ▪ EXPERIENCE
  - ▪ PROJECTS (OPTIONAL)
  - ▪ ADDITIONAL (may include honors, achievements, languages, interests)
- ☐ Margins - no smaller than .5 inches all around
- ☐ Font size is 10 – 12 point – your name can be larger (16 - 20 point)
- ☐ Accurate spelling (do <u>not</u> rely on spell check)
- ☐ Correct grammar (verb tenses should be consistent)
- ☐ Professional font – no italics, fancy graphics or colors
  (Calibri, Times New Roman, Arial, Century Gothic)
- ☐ Bullet points are round, medium size (about 8 point)
- ☐ Each section heading should be bold or all capital letters– EDUCATION or **EDUCATION**
- ☐ Bold the company name and job title, location, dates of employment
- ☐ Print on high quality resume paper (career fairs and interviews)
- ☐ If e-mailing, convert to pdf

CONTACT INFORMATION

- ☐ Centered at the top
- ☐ Name – font size should be larger than the rest of the resume (16-20 point font)
- ☐ Address (optional) listing only city, state is acceptable
- ☐ Phone number
- ☐ E-mail –(UCLA Anderson e-mail address when you get it)
- ☐ NO photo

EDUCATION

- ☐ List in reverse chronological order
- ☐ Use correct name of the MFE program: UCLA Anderson School of Management Master of Financial Engineering
- ☐ Coursework (Optional)
- ☐ GPA, GRE, GMAT (optional if sufficiently high)
- ☐ Graduation dates of former programs: month/year

SKILLS/CERTIFICATIONS

- Software/Coding languages, data visualization, Excel, VBA, etc.
- Certifications: Bloomberg Market Concepts, CFA (level passed), FRM, etc.

EXPERIENCE

- List in reverse chronological order (most recent first)
- Consider what the employer is looking for – emphasize skills needed for the job. (target the resume)
- Job title and company name, city and dates of employment are bold
- Use bullets to list job duties and responsibilities
- Use strong <u>action verbs</u>, succinct statements and quantify when possible.
- Demonstrate accomplishments, not just the tasks
- Verb tense must correspond to date of employment (present or past) and be consistent

Note: The EXPERIENCE section can be broken into more than one section for emphasis. This is a way to group, and highlight, experience that is related to the internship or job. For example, you could create two sections that might be titled: RELATED or RELEVANT EXPERIENCE AND OTHER EXPERIENCE.

Wondering where to put your Honors, Awards, Activities, Leadership, and all the other things you have done?
This will depend on the relevance to the job and the amount of space on your resume.

You may list them under EDUCATION, or create a final section called **ADDITIONAL**

- May be listed as a category under Education if related to college
- May be listed separately after Experience if unrelated to college or a combination of both
- Any additional skills specific to the job: Languages, Technical, Interests

ADDITIONAL CATAGORIES MAY INCLUDE:

- Research
- Publications
- Presentations
- Community Service/Volunteer Work

When you have questions, please contact:

Riana Olson, Sr. Program Manager, Career Advising and Employer Relations.

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