MSCF Career Services creates electronic resume books of students participating in recruiting which are accessed by employers who expect to see standardization across all resumes. In order to participate, your resume MUST be in the MSCF Resume Template.

**DEVELOP YOUR CONTENT**

Highlight past experiences to convey relevant technical, educational, professional, and transferable skills for target positions. This can include internships/full-time work experience, academic/online coding or research projects, technical skills, extracurricular, and/or volunteer activities. If your experience from these categories is not directly relevant, focus on transferable skills you gained, such as teamwork/leadership/risk-taking.

* Determine what information is best suited for your target positions by creating a list of achievements from past experiences.
* Content on your final resume should be skill-based— what is the transferable, specific skill gained from the experience.
* Begin crafting bullet points for each experience (you determine how many bullet points are appropriate).
* Bullet points should follow this formula: **Skill Name: Past-tense Action Verb + Context + Results**
* Action verbs should be past tense and you should not include personal pronouns (I, we, their, or my); limit the use of adverbs and articles (a, the, that).

**Bad Bullet Point Example**: **Skill 1**: Worked with team to create report

**Good Bullet Point Example**: **Teamwork**: Collaborated with trading and technology teams to develop automation recommendations yielding time savings of 30%; implemented by business unit management

**USE CONSISTENT FORMATTING**

**Your resume must:**

* **LOOK EXACTLY LIKE THE TEMPLATE**. For example, where the template is **bold**, you use **bold**.
* Feature your **NAME** in **bold** and **ALL CAPITALS**. (We recommend a 14-point font for your name). Do not underline/hyperlink your email address.
* Include your phone number on the left and your CMU email on the right in the row below your name.
* Make all section headings center justified and in ALL CAPITAL LETTERS (not bold or italics).
* Use only the EDUCATION, EXPERIENCE, COURSEWORK/SKILLS, RESEARCH/PROJECTS, and ADDITIONAL INFORMATION headings.
  + You have the flexibility to decide whether to use one section called: COURSEWORK/SKILLS/PROJECTS or two separate sections called RESEARCH/PROJECTS and COURSEWORK/SKILLS, depending your prior experiences.
  + You have flexibility regarding how you order the EXPERIENCE, COURSEWORK/SKILLS, and RESEARCH/PROJECTS sections on your resume, but they should always be in order of most relevant to least relevant. You must keep EDUCATION as the first section and ADDITIONAL INFORMATION as the last section.
  + All other section headings must be worded exactly like the Resume Template.
* Use only basic round bullets (e.g., no square bullets, arrows, asterisks, stars, or check marks).
* Not exceed one page in length.
* Use either Times New Roman or Arial size 10, 11 or 12 (except for your name which can be larger).
* Be created in Microsoft Word in the .doc format. Do not use any other format including DOCX, RTF or PDF.
* Have at least one half (.5) inch margins on all four sides.
* Not use headers or footers.
* Not have “Track Changes” enabled. Accept all changes made in “Track Changes” prior to uploading your document or recruiters will see the edited text in the converted document. Remember to delete all comments as well.
* Not include “References Available Upon Request”.
* Be proofread for consistent punctuation and style within a section (e.g., degree titles, periods, locations, dates).
* Use your judgement regarding whether a “location” should be abbreviated as City/State or City/Country.
* Always refer to the year with only two digits (e.g., 18 not 2018).
* Be saved using your first and last name, followed by the word “resume” (e.g., John Wu Resume).

**Use your judgment on the following topics. You can add or delete:**

* Educational experiences beyond your graduate and undergraduate universities.
* Undergraduate honors, awards, AND/OR overseas studies.
* QPA (or GPA), GMAT or GRE scores from previous universities you attended. When including QPAs, use two numerical places after the decimal (e.g., 3.25/4.00). If your undergraduate university did not use this type of scale, you must report your QPA as it appears on your transcript (e.g., 91/100).
* MSCF QPA from all Minis (you may begin to include QPA after you receive grades from Mini 2).  You must report your QPA as it appears on your transcript (e.g., X.XX/4.33) but should only include grades from MSCF courses (see bullet below for further explanation).  If you have/choose to input your QPA in an online application that requires you to use a 4.0 scale, or your QPA is higher than 4.0 and the online system will not allow you to input higher than 4.0, you must convert your current MSCF QPA to a 4.0 scale.  A conversion tool is available on the MSCF Program Career Services page in Canvas.
* MSCF permits students to take non-MSCF classes for a grade. Students may, at their option, show both the MSCF QPA (only include MSCF courses) and the University QPA (per your transcript) on their resumes but must identify each. If they show only one QPA, it must be their MSCF QPA. Students must provide their MSCF QPA (if required) when applying for jobs on employer websites. The MSCF Career Services Code of Conduct will also explain our QPA policy.
* A brief explanation next to the employer name to help the reader understand more about the company profile (e.g., Top securities firm in Shanghai, China, AUM (RMB)1BN).
* Your personal website or publicly accessible code (e.g., GitHub).  Include the entire URL and do not hyperlink—this can be included below your name, center justified on the same line as your phone and email, or within your bullet points next to the relevant information.
* Other types of coding work and/or projects (e.g., Kaggle, HackerRank, Leetcode).
* Your U.S. Citizenship or U.S. Permanent Resident status. If any of the content on your resume suggests that you might not have the long-term legal right to work in the US, but you do indeed have U.S. citizenship or permanent residency, state that on the bottom of your resume. Center justify: “U.S. Citizen” or “U.S. Permanent Resident”—whichever is applicable. If you have time left on a previous H1-B visa and you would like the employer to know, you may also include this—consult with the Office of International Education to determine appropriate language. Otherwise, there is no need to include your citizenship.

**Quick Tip to help you navigate the template:** Simply click on the field to edit.Press F11 to go to the next available field. Do not use the tab key to do so **b)** To delete a section, select the entire line by clicking in the white empty space to the left of that line. Then push the delete key. **c)** To delete more than one line, continue to drag downwards while holding down the mouse button.

**YANG (YOLANDA) HU**

https://github.com/yangh9596      yhu2@andrew.cmu.edu

##### EDUCATION

##### New York, NY

***170/170 QPA 3.71/4.33***

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Master of Economics in Finance

* Honors: Sunlight Scholarship, APEC Volunteer Award
* Leadership: Director of Promotion, SEO China Campus; Vice President of PKU - St. Gallen University Exchange Program

##### Hong Kong, China

Semester Exchange

* Dean's List (top 9%)

RESEARCH/PROJECTS

NLP on VIX Movements Prediction

* Parsed unstructured text data and used regression, LDA and random forest to forecast movements of VIX; reached an out-of-sample misclassification rate of 44% and AUC of 56%

Multiclass AdaBoost Algorithm for Imbalanced Data Analysis 10/16 – 11/16

* Applied AdaBoost algorithm to improve the precision rate of Naïve Bayesian classification model on a highly imbalanced data set by 15.5% and reached an out-of-sample test error rate of 4.8%

COURSEWORK/SKILLS

* :Fixed Income, Derivatives, Risk Management, Macro/Microeconomics, Asset Mangement\*, Algorithmic Trading\*
* :
* : Econometrics, Probability and Statistics, Time Series, Machine Learning, Financial Data Science
* **Programming**: Slang/SecDB, C/C++, Python (with Scikit-Learn, PyTorch), R, MATLAB, SQL, LaTeX, Linux

*\*denotes future MSCF coursework*

EXPERIENCE

##### 

* : Designed a Slang based tool to find and compare discrepancies between two stress test methods from the same scenario; consolidated user interface, pricing, parallel computing and report generation into one program;
* : Implemented scenario analysis and calculated counterparty exposures from FX, IRP, CD and Equity
* : Analyzed code level implementation of stress tests and found the cause of discrepancies
* : Utilized the vision control tool (CVS) to track changes; collaborated with a fellow intern and refined the code to meet the production standards

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* : Performed supply and demand analysis of agricultural commodities; authored and published the report to clients after the revision by the manager; analyzed the impact of supply cut of metallurgical coal backed by evidence from global supply data and shipping index
* : Built a linear regression model to forecast the crop yield based on the weather and precipitation data
* : Collaborated with Compliance and Technology teams to accelerate the release process of a report; presented market insights on the weekly divisional market briefing meeting

##### Beijing, China

* : Developed an equity strategy based on social media sentiments with a 40.3% backtesting annualized return
* : Initiated the research on the Low Latency Trend Following trading strategy for copper futures and boosted the performance by integrating it with a volatility pattern recognizing model

ADDITIONAL INFORMATION

* Affiliations/Certifications: Passed Level I of CFA Exam, Baruch C++ Certificate for Financial Engineering
* Interests: Kendo (2nd Place in 2014 Beijing College Kendo Tournament), Tennis, Musicals
* Volunteer Activities: Organized a charity tour to Beijing Sun Village Orphanage, 2014 Beijing APEC (Translation Service)
* Languages: Mandarin (Native), English (Fluent), Japanese (Fluent, Passed Proficiency Test of N1)