

ACE THE INTERVIEW SERIES

(PART 1) Resume Critiques & Mock Interview Sunday September 13, 2020 Overall Suggestions and Comments for Students

Resume Critiques

- **Be concise / get rid of buzzwords:** The person reading your resume probably has 30 seconds to spend on it. Don't waste their time reading buzzwords / long-winded sentences.
- **Try to keep Finance Resumes 1 Page long:** Quality over quantity of words used throughout. If there is lack of relevant experience then link transferable skills from past roles. Do not list high school experiences.
- **Be mindful of grammar / spelling:** The easiest way to get disqualified based on your resume is with improper spelling / grammar and poor / inconsistent formatting.
- **Summary of Qualifications section:** Not always required (it's actually best that you do not use it if you're aiming for IB). If you choose to keep it, make sure the points are concise and thoughtful (i.e. **Financial Modelling & Research:** developed through participation in the Student Investment Fund)
- **General formatting tips:** Do not hyperlink email, do not add student numbers on resumes, shorten dates, unbold italicized words (choose one or the other NOT both), less white space, try to make bullet points the same amount of lines to look consistent, add interests section (these are things to talk about), make sure there's no extra spaces or random punctuation
- **Tip:** Use the search function to search two consecutive spaces “ “ on your resume to identify if you have an extra space or punctuations like “ .”
- **GPA:** GPA/grades are highly important for jobs like IB/S&T/Consulting so it is best to put your grades/GPA on the resume or else interviewers may automatically assume you have poor grades

*Great reference template for students pursuing IB:

<https://www.mergersandinquisitions.com/free-investment-banking-resume-template/>

Behavioral Interviews

- **Be short and concise:** Other than “tell me about yourself”, most responses shouldn’t be more than 1-1.5 minutes. Do not use filler words.
- **“Tell me about yourself”:** Use a storytelling approach (how have your experiences led you to apply to this role today?). Do not go into why you chose your major but rather your experiences and transferable skills.
- **Focus on WHY:** Many students struggled in questions such as ‘why investment banking?’ or ‘why sales & trading’ so make sure you have a real reason and are passionate about it.
- **Many students struggled on answering ‘weakness questions’:** It needs to be a KEY or

ACTUAL weakness that could affect you on the job. Formulating a good answer requires consideration and practice beforehand and end the answer with how you are currently improving this weakness.

- **Highlight main points:** It's helpful to say things like "I think this for three reasons ... first .. second ... third ..." just so it's easier for the interviewer to follow.
- **Know your resume:** Be prepared to dive deep into explaining and elaborating on each point on your resume,
- **Know your interviewer:** Research the company/interviewer beforehand and remember this is a conversation between the two of you (relax).

Technical Interviews

- **Be short and concise:** If you can explain a concept in one sentence, do not ramble.
- **It's okay to say "I don't know":** If you truly are not familiar with concepts or a question asked, better to admit it rather than misusing interview time.
- **Industry/Current events question:** Try to tie it back to the company you are interviewing and it is important to not have a 'generic' answer to stand out. Let the interviewer see your passion for the market/industry in your response.
- **Stock pitches (common in S&T or IB Interviews):** Size up the company by mentioning a few numbers like revenues, trading multiples, market cap etc. Know the business model and competitors used in company analysis.