

Again, Fred uses this opportunity to emphasize the skills that will be of importance to his potential employer, as well as listing the critical subjects of Advance Corporate Finance, Capital Budgeting, and Securities Analysis, in terms his potential employer will understand.

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Fred is not a God. He's got what he's got. But neither are most other applicants that are graduating with a bachelor's degree. He presents his activities at school as work experience, because they are highly relevant to his future career, and may be a better indicator of his potential than his experience at Joe's Auto Repair.

Education:

California State University, Los Angeles

Bachelor of Science in Finance, Minor in Operations Management. Expected June 2015.
Areas: Corporate Finance, Capital Budgeting, Securities Analysis.

- Extensive experience in equity and asset valuation from management of student fund
- Knowledge of manufacturing and operational issues
- Additional coursework in writing and communications

Pasadena Community College

Associate Degree in Business Administration, June 2012

Professional Skills:

- Financial modeling of financial statements, forecasting, and project analysis
- Spreadsheets, database setup and management, project presentations
- QuickBooks Pro, Peachtree, MS Office (Word, Excel and PowerPoint)
- Strong writing and communication skills

He has also done a professional internship, which he presents as work, because it is relevant. He may have to explain why he is no-longer at Joe's, but the simple answer is that he is preparing for a career in finance. *However, he leverage's on his experience at Joe's to indicate that he was successful (having received a promotion), and that he has management potential.*

Work Experience:

2014-Present

**California State University, Los Angeles
Student, Finance and Operations Management**

- *Financial Advisor to Engineering team* in this year's Engineering Challenge
- *Created detailed financials* for business plan
- *Management of \$200,000 student investment fund*, analyzed several stocks

Note that listing being a student at CSULA 2014-Present takes care of a resume gap that employer's dislike.

Summer 2014

**Boing Aircraft
Internship, Corporate Finance**

- Analyzed El Segundo hanger project, *recommended acquisition in progress*
- Due diligence and issue structuring as part of M&A team

2012-2014

**Joe's Auto Repair
Assistant Finance Manager**

- *Responsible for managing all financial accounts*
- *Promoted* to managing and scheduling personnel and repair operations

Notice that Fred articulates his functions in terms of achievements, (e.g. I did...): "Analyzed hanger project...", "Responsible for managing all financial accounts...", "Promoted to...", "Created detailed financials..."

Achievements:

Beta Gamma Sigma Honors Society (2015) - for graduating in top 20% of class
Academic Honors, Pasadena Community College (2012)
Academic Scholarship, Pasadena Community College (2010)
Pasadena Arroyo High School Varsity Football Letter (2010)

Fred lists relevant achievements, even one from high-school because he is a recent graduate, and it indicates he knows how to work on a team. Also, he uses italics, and occasionally an underline, to draw attention to certain key achievements or points he would like to make throughout the resume.

Final notes:

1. Many recommend that an objective be listed at the top of a resume. I feel it duplicates the cover letter, and potentially limits your appeal for other positions. The recipient may see promise in other areas that you hadn't thought of, or it may get passed to management in other departments. A strong objective may deter them from approaching you. If you list one, target it to that firm/position, as you should target your resume, and keep it broad: e.g. "Seeking a challenging position in corporate finance with substantial career growth potential."

2. If you have little work experience, don't be shy about listing the experience you have. But, realize that much of it should drop away once you have career relevant or professional experience. (I worked as a groundsman for a school district when I was getting my bachelor's. That all but disappeared from my resume after my three month paid internship with Northrop, and was completely removed with my next position.)