

## Resume Checklist:

- Be honest
- One page is best
- Keep formatting simple and consistent
- Spellcheck and ask trusted people to review
- PDF the file before sending out
- Read through your resume in 10 seconds and see what you take away from it

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## *Make your resume stand out*

Whether you are an investment banking analyst, management consultant or a seasoned investor, building or updating a resume can feel overwhelming. If you are recruiting for private equity, your future employer will want to feel confident that you can consistently produce excellent work, collaborate with colleagues and management teams alike, manage the stress of the job, and of course, formulate a thoughtful investment thesis. Regardless of your age, tenure, or role, it's important to **remember that your resume is often a hiring manager's first impression of you.** Your resume should concisely and accurately reflect what you've accomplished in your career, how you will add value to a new team, and what sets you apart from other applicants. **Ask yourself what makes you excellent, then tailor your resume to answer that question.**

As a general rule of thumb, your **resume should be one page** with **three primary sections: professional experience, education, and skills/interests.** No need to include a summary of objectives – this section is often skipped over, and you can use the space for more valuable information. **Investors with significant deal experience should build out a detailed deal sheet to share alongside a resume.** Even if you have no plans to recruit out of your current seat, you might find it helpful to schedule a few hours each quarter to update your resume and deal sheet with recent activity so you have a detailed record of your accomplishments ready for when you do want to recruit.

**Professional experience** should take up most of the page, and your current role should include the most detail, as that is likely what your interviewer is most interested in discussing.

- Summarize your daily tasks and primary responsibilities with a couple of bullet points, then break out transaction experience as a sub-header.
- Aim to list meaningful transactions, with additional bullet points highlighting your specific contributions on each deal.
- If you are an investment banker, the best deals to include on your resume are closed/announced M&A deals, LBOs, and restructuring deals.
- If you have not closed a deal yet, include the transactions where you played a key role, even if they did not cross the finish line.
- Keep your resume honest and only include deals that you have worked on – better to include an equity offering or private placement where you led the workstream versus a M&A deal where you shadowed another analyst.
- If you have already crossed over to the buy-side, be sure to list closed platforms, add-ons and detail out any meaningful portfolio monitoring work you get to be a part of.
- As you accumulate deal experience, sort your resume accordingly and list the largest deals at the top and/or those where you were most involved.
- Be prepared to not only talk through these deals but also share your opinion of the deal from an investing perspective.

The **education** section is next. Keep this section simple, but informative.

- In addition to the degrees you have earned (BA/BS/BSE/MA/MS/MBA/JD/PhD, etc.) and your school(s), it should include your major, minor, cumulative GPA, and (if you are within 3 years of undergrad or business school) your standardized test scores.\*
- Your education section should also detail any extracurriculars that you were involved in – athletic teams, investing clubs on campus, musical groups, volunteer organizations, etc. Be sure to highlight any leadership roles that you held in your extracurriculars.
- If you are still early in your career, you might want to include impressive distinctions from high school. Though it is fine to include your high school education for your first year or two out of college, you will eventually get rid of this to create more space for deal experience.

You can add a personal dimension to your resume with the **interests and skills** section.

- As you build your interests section, be authentic: how do you spend your time, what do you like to talk about, what are you about? This should be a small window into your personality and who you are beyond your work. Be specific but do not be overly niche or conversely, too generic (now might be a good time to remove The Office from your interests). This part of your resume can spark interesting conversation with your interviewer and allow you to connect more deeply.
- The skills section is also good place to emphasize any foreign language or software/programming skills (be honest with your proficiencies!).

*\*If you opt to exclude your GPA or test scores, be ready for a recruiter or interviewer to ask for this information. If your GPA or scores are lower, prepare a thoughtful response as to why – perhaps your GPA suffered due to an injury, family situation, or a difficult class – whatever the case, it is helpful to address proactively.*