

# Sample graduate investment and banking CV

Use our annotated example of a successful application to help structure your own.

**James Manton**  
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**Education**  
**2014 – 2017 London School of Economics, BSc Mathematics and Economics**  
(1st expected – current average 77.8%)  
• **Relevant modules:** mathematics of finance and evaluation; advanced economic analysis; advanced mathematical economics and complex analysis  
**2007 – 2014 Leaton High School**  
• A Levels: Mathematics (A), Economics (A), Biology (A)  
• GCSEs: 10 A\* and A grades, including Maths and English

**Finance Experience**  
**June – September 2016 Goldman Sachs Summer Analyst, Investment Banking division**  
• Acted as a junior analyst, collaborating directly with senior analysts on team projects  
• Provided direct input with research for client presentations  
• Analysis for senior team members' use in reports and day-to-day engagements with clients  
• Built financial models and assisted in their implementation with wider team members  
• Project on BRICs economies with four other interns. Presented to senior management  
**March 2015 Goldman Sachs Spring Programme, Investment Banking division**  
• Two weeks spent working within investment banking unit  
• Focused on trading with tech/media/telecoms team  
• Gained understanding into how investment banking is incorporated into wider business  
**October 2014 – April 2015 Insight days/weeks at Barclays Capital, Citi and Nomura**  
• Introduction to investment banking, corporate infrastructure and global finance divisions  
• Work shadowed senior banking professionals, took part in interactive games, networked and attended seminars

Ensure you have a voicemail set up for the contact number you use, so recruiters are able to leave a message.

Check your spam inbox for emails from your target employers.

Include your expected grade if you haven't graduated yet.

Most recruiters are familiar with degrees such as economics, mathematics, and politics, philosophy and economics, so you don't have to include course details. For unusual subjects, however, additional information is useful.

Don't list all your GCSE subjects and grades.

As you'll likely have non-finance experience, it's sensible to distinguish directly relevant placements from those that aren't.

If you have attended multiple insight days/weeks, summarise them on your CV, as they will have probably encompassed the same activities.

Include non-related work experience if you have any. You will have developed transferable skills, such as communication, interpersonal and customer service in this example. Differentiate it from your finance experience using an appropriate heading.

Include unpaid work experience. It shows that you have made an effort to develop yourself outside university. It also highlights more transferable skills, such as teamwork and digital communication in this example, and that you have interests beyond academia, which appeals to recruiters.

Include all relevant additional hard skills, such as languages and IT, under this heading. Re languages – state your proficiency level.

Extracurricular activities should be included. They show that you're committed and able to juggle university, work and other responsibilities, and that you have interests outside academia. Mention your achievements and awards.

Writing your referees' full details isn't necessary.

## Employment History

### 2015 – 2017 Receptionist, Paddington Green GP Surgery (part time)

- Provided front desk representation, clerical support and excellent customer service at this busy NHS surgery
- Answered queries and disseminated information to local people regarding revised operating hours and provisions

## Voluntary Work

### June – September 2015 Battersea Dogs & Cats Home

- Worked as part of the small marketing team to promote fundraising initiatives and local events via online editorial content, social media and press releases

## Further Positions of Responsibility

### 2016–2017 Vice-President, LSE Maths and Stats Society

- Chaired executive sessions in absence of the president
- Contributed to society development through co-ordination of inter-uni maths competitions
- Built links with society alumni to provide LSE students with investment banking contacts

## Additional skills

**Languages:** Spanish (advanced written and spoken) and Italian (intermediate spoken)

**IT:** Some self-taught coding experience (C and Java); comfortable with all Microsoft Windows and Apple Mac software

## Interests

- Field hockey. Have played competitively for a local team for six years and have competed against other teams nationally

References available upon request

A graduate CV shouldn't exceed two pages of A4. Recruiters expect it to go over one page due to the experience you will have gained by this stage.