

MOST EFFECTIVE RESUME

Short Version for Investment Banks/Firms

Des Mohammed

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SUMMARY

- Bachelor of Commerce, Finance and Economics (Spring 2019); with future plans to pursue MBA
- Two years experience at TDCT as part-time assistant to Financial Adviser; completed CSC
- Directed Commerce Society Finance events, established Investment Club on campus
- Advanced proficiency in modeling gained through course projects and assignments

EDUCATION

- 2019 Bachelor of Commerce, Finance and Economics**
University of Toronto at Mississauga; GPA: 3.8
- 2019 Canadian Securities Course (Honours)**

RELEVANT EXPERIENCE

2018 – Present Assistant to Financial Adviser, TD Canada Trust (part-time)

- Review client files to evaluate alignment of investments with profile; identifies required action for Financial Advisor; drafted three proposals which were accepted.
- Commended for ability to maintain customer focus while meeting deadlines.

2017 – Present Vice-President of Finance, UTM Undergraduate Commerce Society

- Analyzed needs, negotiated sponsorships and presented at five special events featuring industry speakers.
- Increased level of Finance student participation by more than 20%.

Jan 18 – Mar 18 Valuation Project, UTM Finance Course

- Analyzed fictitious, publicly traded company; valued securities and intangible assets; recommended opportunities that would structure capital to maximize value.
- Showcased recommendations in advanced PowerPoint presentation.
- Awarded A+, including special recognition for efficient teamwork.

2017 – 2018 Charter member, UTM Investment Club

- Researched other student clubs and collaborated with business professor to draft charter.
- Researches market sectors and presents appropriate investment recommendations at club meetings.
- Average annual rate of return on portfolio: 14%

Nov 17 – Dec 17 Market Share Assignment, UTM Finance Course

- Analyzed distribution alternatives, including detailed market-share study.
- Required advanced proficiency in modeling using Excel.
- Awarded A+.

Des places the experiences that align best with the requirements of the job at TD in a catchy opening summary.

Occasionally some investment banks or firms as well as some U.S. based companies will request a one page resume. This version illustrates how to condense the Most Effective sample without losing important elements of the marketing strategy. Check with your recruiter to confirm if a one page resume is required.

Des describes skills and experience that match the requirements of TD. He concludes each description with an achievement as proof of his abilities.

In order to tailor his resume to one page, Des has included only the most relevant experience for TD's position. He has omitted extra supporting details such as: the courses he studied at UTM, additional duties in his roles that were not directly aligned with TD's requirements, and his interests section. Des makes sure his relevant experience still shows a good variety of work, academic, and extra-curricular activities.