

WALL STREET MASTERMIND'S RESUME TEMPLATE



Head Coach of Wall Street Mastermind

MAX ADAMS

Max began his career at Lazard and Qatalyst, two of the leading tech investment banks on Wall Street. He later moved into private equity, working on ~\$75 billion of M&A deals at top firms like Vector Capital.

From there, Max earned his MBA from Stanford while completing a joint MPA degree from Harvard.

Today, Max is the Head Coach at Wall Street Mastermind, which has helped students land offers at every Bulge Bracket and Elite Boutique bank.

Leveraging experience on both sides of the hiring process, Max built a proprietary recruiting strategy that reverse-engineers how finance firms evaluate candidates, giving students a structural advantage at every stage and helping them secure the most competitive offers possible.



WHY EVERYTHING STARTS WITH YOUR RESUME

Whenever we start working with a client, the first thing we do is always fix up their application materials. Primarily, there are three items that fall into this category: your 1) resume, 2) cover letter, and 3) LinkedIn profile.

These are the most important documents that will determine how easy or difficult the rest of your recruiting process has to be. That's why we say it's the foundation to your recruiting process.

For example, the better job you do presenting yourself as a qualified candidate on paper, the easier time you'll have getting responses when you're reaching out to bankers with networking requests.

Similarly, when you walk into an interview, your interviewer will often base their first impression of you on what they've seen on your resume... And that's before they've even met you!

The rest of the interview is basically just for them to search for supporting evidence to back up their initial bias. Doesn't seem right, but that's human psychology for you. No point trying to fight it.

Now to be honest, the cover letter is not all that important. People almost never read them, especially at the bigger banks where they get tens of thousands of applications at a minimum.

As for LinkedIn, it's sort of just the digital version of your resume. So let's focus on crafting a great resume here.

WHAT DOES AN IDEAL INVESTMENT BANKING RESUME LOOK LIKE?

If I could build the prototypical investment banking resume, it would have the following:

1. Candidate attends a target school (think Ivy Leagues and top public schools)
2. Good GPA (the closer to 4.0 the better, but anything 3.7 or above is great)
3. Good standardized test scores (SAT, ACT, etc.)
4. Increasingly relevant work experience (see page 7) over time; the more the merrier
5. Relevant extracurriculars - student-run investment funds, investment banking clubs
6. Investment banking case competitions (participation is good, winning is even better)
7. Useful skills (i.e. programming languages, commonly used finance software, etc.)
8. Common interests that investment bankers often have (good for building rapport)

Now, the above is simply the ideal wish list if I could build everything from scratch. And of course, accumulating all of these things takes time. A LOT of time. The earlier you start accumulating these experiences (especially #4-6), the more likely it is you'll win. Most people never become qualified enough because they either started too late, or they started early but had no idea what they were doing.

Most of the time, a candidate is not going to check every single box. The good news though? Despite what others may have you believe in online forums, it's not necessary for you to check every single box to get into banking!

Don't believe me? Well, I speak from experience...

For example, about half of the clients at Wall Street Mastermind go to non-target schools. And the average GPA for our clients is probably in the 3.3-3.5 range. Despite these facts, our success rate is over 90%. And that's compared to the industry average, where top-tier banks only accept 1% or less of the applicant pool.

What that tells you is that it CAN be done, as long as you know what to do.

If you don't have the perfect credentials, there's still a lot you can do with how you format your resume to make it look more impressive.

SO WHAT ABOUT THE FORMAT OF THE RESUME?

We've just covered the SUBSTANCE part of an ideal resume, and I would argue that's actually the harder part.

But there's also a MARKETING aspect, where you take all the experiences you have, and package it together in a way that positions yourself in the most favorable way possible. But how do you do this? What better reference than the exact tips that Goldman Sachs gives applicants on its website:

=====

Your Resume/CV is a key part of your Goldman Sachs application. Therefore it's very important to build a successful Resume/CV that is well-written, clear and concise. Based on our experience reviewing numerous applications, we have outlined some Resume/CV best practices and winning strategies below.

Format

- The information on your Resume/CV should be as readable and aesthetically pleasing as possible with a measured balance between text and space
- The standard length of a Resume/CV for a graduate application is one page. Everything included in your Resume/CV should add value
- Think about the points you consider particularly important. Block capitals, different size fonts and bold or italic type can help to direct the reviewer's focus. Use with moderation and be consistent in your formatting
- Avoid lengthy paragraphs; bullet points can be used to condense a list of details

Personal Details

- Include your name, address, at least one email address, a home telephone number and a mobile telephone number
- Be sure that all of your contact details are correct and up to date
- Ensure that your email address projects a professional image of yourself

Education Details

- List your educational details in reverse order, with your most recent experiences first, back to your secondary level education
- Integrate your education institutions and qualifications into one section
- Highlight any positions of responsibility you may have held

Employment History/Work Experience

- Especially if your career has been short to date, give details of all jobs and positions held. Include part time and unpaid work, starting with your current or most recent employer
- Work experience should not be limited to paid employment. Include any volunteer work, positions of responsibility within societies
- This section can be used by reviewers to target your Resume/CV for particular positions at Goldman Sachs. Use the experiences that you do have to talk about any relevant or transferable skills
- Do not use valuable space to include the full addresses of your past employers

Personal Development/Skills

- Write about any courses, societies, voluntary work or responsibilities you consider relevant
- Sell any transferable or technical skills acquired

Before You Submit

- Spell check!
- Print out a copy and ask yourself the following questions:
 - Will a recruiter find my Resume/CV easy to read and impactful?
 - Is the content concise and effective?
 - Is the application a good reflection of me and my experiences?
- Ask a friend or colleague to read the document and ask them the same set of questions

Again, the above was taken directly from the Goldman application. Notice how our template (see page 9) abides by a lot of the same principles. Make sure you go through this entire checklist and follow the instructions carefully.

What I always say is this: if there were two people with the exact same set of experiences, they could still have completely different looking resumes.

How do I know this? Because I've personally edited hundreds of resumes for my clients. The before and after is almost always a night and day difference... even though nothing has changed in terms of what experiences they have.

Don't believe me? Here's a client's resume when she first joined Wall Street Mastermind:

@wellesley.edu | () - - | linkedin.com/in/

EDUCATION
BA, Economics and Psychology, Wellesley College, May 2022
GPA: 4.0/4.0

EXPERIENCE
Girls Who Invest, Online Intensive Program Scholar, June – September 2020

- Selected to participate in four month interactive study program in conjunction with UPenn Wharton Online, Wall Street Prep, and the CFA Institute
- Will gain a foundation in financial reports analysis, financial modeling, and portfolio management theory

JUV Consulting, Strategy Consultant, Brooklyn, NY, August 2018 – Present

- Curates the brand strategy and presence of a global youth-run consulting firm that bridges the gap of understanding between organizations and their youth target markets
- Optimizes segmentation and targeting approaches
- Advises brands on product design and engagement strategies to attract and retain Generation Z consumers

South Shore Conservatory, Marketing and Communications Intern, Hingham, MA, June – August 2017 – 2019

- Worked with a cross-functional team to understand SSC's market and buyer personas
- Monitored, tracked, and communicated digital marketing campaign performance
- Identified and engaged with targeted media to build key relationships and earn media placement
- Used social media analytics tools to collect insights and create growth strategies
- Created and edited content for internal and external publications

LEADERSHIP
Robogals, Treasurer, Wellesley, MA, September 2019 – Present

- Oversees all financial operations, including budget reporting, reimbursements, account maintenance, and funding applications

Bumble, Campus Marketing Manager, Wellesley, MA, September 2019 – Present

- Collaborates with Wellesley College campus team to increase app visibility and digital engagement with the brand
- Contributes to the development of Bumble's college marketing operations through digital and event marketing initiatives

AWARDS
JUV Consulting Case Competition, First Place, February 2019

- Worked with a global team to identify the problems facing a social media startup, analyze the industry, and develop a strategy for market entry

Coca-Cola Scholars, Semifinalist, November 2017

- One of 1936 national semifinalists selected from an applicant pool of 90,000+

CONFERENCES
Women in Alternative Investments Career Forum, November 2019

- One of 280 young professionals selected from an applicant pool of 600+ to attend annual conference

Beyond the Box Marketing Hackathon, October 2019

- One of 60 college students from the Greater Boston Area selected to compete in a one day marketing challenge
- Combined data analytics and domain knowledge to propose creative branding solutions

Forte College Fast Track to Finance, October 2019

- One of 100 college students selected from an applicant pool of 300+ to attend annual conference hosted by the Federal Reserve of Boston
- Participated in an asset allocation simulation game led by PIMCO to deepen business acumen and teamwork skills

SKILLS
Microsoft Office Suite, HTML/CSS, JavaScript, Adobe InDesign, Adobe Acrobat, Adobe Photoshop, Constant Contact, Canva, e-mail marketing, social media analytics, content creation, Mandarin Chinese (intermediate)

It wasn't horrible. And we could tell she had actually spent a good amount of time on it. But that's the problem -- when you're the one who created the resume in the first place, you're not going to see all the room for improvement that still exists. Because if you did, there wouldn't be any room for improvement, and your resume would already be perfect!

So, we had this client transfer the content of her resume over to our template.

Once that was done, we took over from there. Here are all the changes we made for her:

XXXXXXXXXX XXXX	Sam Shiah	Deleted: JXXXXXXX XXXXXXXX BXXXX
## XXXX XXXX, XXXXXXX, MA 02478 (###)###-#### xxxxx@wellesley.edu linkedin.com/in/xxxxxxxxxxxxxxx	Sam Shiah	Deleted:
EDUCATION	Sam Shiah	Deleted:
Wellesley College May 2022	Wall Street Mast...	Deleted: in
Bachelor of Arts, Economics	Wall Street Mast...	Deleted: Major GPA: 4.00/4.00
Cumulative GPA: 4.00/4.00	Wall Street Mast...	Deleted: UG
SAT: 1460/1600 (740 M 720 CRW)	Sam Shiah	Deleted: 4
Relevant Coursework: Introduction to Microeconomics, Introduction to Macroeconomics, Calculus II	Wall Street Mast...	Deleted: , including Mindhive, The
Honors & Awards: JUV Consulting Case Competition First-Place Winner 2019, Coca-Cola Scholars	Sam Shiah	Formatted
Semifinalist, Rockland Trust Scholarship, Public Speaking Tutor Nomination, Music Department Honors	Sam Shiah	Deleted:
PROFESSIONAL EXPERIENCE	Sam Shiah	Formatted
JUV Consulting, LLC New York, NY	Sam Shiah	Formatted
Strategy Consultant	Sam Shiah	Add one more filler word to this bullet
Advised four clients on optimizing targeting and segmentation approaches to tap into ~\$145B incoming Gen Z target market by outlining competitive analysis, pricing options, and customer acquisition plan	Wall Street Mast...	Deleted: Initiated development and
Selected Client Experience:	Sam Shiah	Deleted: in
o VSCO	Sam Shiah	Formatted
Created go-to-market strategy positioning the client to surpass 4M paying users by 2020	Sam Shiah	This is not something YOU did...
100% YOY growth from 2018 to 2019, resulting in a projected revenue increase of \$40M+	Wall Street Mast...	Deleted: up from 2mn in late 2018,
Mindbive	Sam Shiah	Formatted
Analyzed the competitive landscape for an early-stage immersive video application, leading to development of new internal features and recommended User Experience (UX) improvements	Sam Shiah	Formatted
South Shore Conservatory Hingham, MA	Wall Street Mast...	Deleted: UN...2017 - AugUG
Marketing and Communications Intern	Wall Street Mast...	Deleted: Analyzed ...viewed
Reviewed company's content marketing strategy and WordPress insights to conduct a gap analysis	Wall Street Mast...	Deleted: ; ...a
Authored two weekly blog pieces, which resulted in a ~75% increase of incremental views per month	Sam Shiah	Deleted: 2+
Implemented long-term changes to blog strategy, which resulted in a ~75% growth in the following year	Wall Street Mast...	Deleted: of 115 ...er month month
Evaluated various strategic media partnership options for marketing team based on customer segments	Sam Shiah	This sounds like the same thing as the
Identified and presented 98 partnership candidates, establishing company's top priorities for the year	Wall Street Mast...	Deleted: , which is 72% growth;
LEADERSHIP AND EXTRACURRICULAR	Sam Shiah	Formatted
JUV Consulting Case Competition City, State	Sam Shiah	Formatted
First Place Winner	Sam Shiah	Deleted: new fiscal
Collaborated with global team to identify the top challenges and issues facing a social media startup	Wall Street Mast...	Formatted
Performed a SWOT analysis for a \$6B industry and developed a market entry strategy for the client	Wall Street Mast...	Deleted: <#>; identified and present
Conducted market research at universities including Harvard, Wellesley College, and the University of Southern California by analyzing, synthesizing, and interpreting survey data from 450+ respondents	Wall Street Mast...	Add the location
Robogals Global Wellesley, MA	Wall Street Mast...	Formatted
Treasurer	Wall Street Mast...	Formatted
Managed allocation of ~\$1K annual budget, reimbursements, budget reporting, and funding applications	Wall Street Mast...	Formatted
Delivered and proofread financial reports data to ensure account maintenance and budget adherence	Wall Street Mast...	Formatted
Planned and participated in weekly STEM workshops for ## local elementary school students	Wall Street Mast...	Formatted
SKILLS & INTERESTS	Wall Street Mast...	Formatted
Skills: Mandarin (Intermediate), Microsoft Office Suite, Adobe Creative Suite, HTML/CSS, JavaScript	Wall Street Mast...	Formatted
Interests: Classical Piano, Collaborative Music, Mentoring, Chess	Wall Street Mast...	Formatted

As you can see, we made A LOT of edits!

Our clients are regularly shocked by how much there was to change about their resume despite all the work they've already put into it...

And how much better it ends up being afterward.

And here's what it looked like without the markup:

XXXXXXXXX XXXX	
## XXXX XXXX, XXXXXXX, MA 02478 (###)###-#### xxxxx@wellesley.edu linkedin.com/in/xxxxxxxxxxxxxxxxx	
EDUCATION	
Wellesley College May 2022 <i>Bachelor of Arts, Economics</i>	Cumulative GPA: 4.00/4.00 SAT: 1460/1600 (740 M 720 CRW)
Relevant Coursework: Introduction to Microeconomics, Introduction to Macroeconomics, Calculus II	
Honors & Awards: JUV Consulting Case Competition First-Place Winner 2019, Coca-Cola Scholars Semifinalist, Rockland Trust Scholarship, Public Speaking Tutor Nomination, Music Department Honors	
PROFESSIONAL EXPERIENCE	
JUV Consulting, LLC New York, NY <i>Strategy Consultant</i>	Aug 2018 – Present
- Advised four clients on optimizing targeting and segmentation approaches to tap into ~\$145B incoming Gen Z target market by outlining competitive analysis, pricing options, and customer acquisition plan Selected Client Experience: - VSCO - Created go-to-market strategy, positioning the client to surpass 4M paying users by 2020 XXXXXX 100% YOY growth from 2018 to 2019, resulting in a projected revenue increase of \$40M+ - Mindbive - Analyzed the competitive landscape for an early-stage immersive video application, leading to development of new internal features and recommended User Experience (UX) improvements	
South Shore Conservatory Hingham, MA <i>Marketing and Communications Intern</i>	Jun 2017 – Aug 2019
- Reviewed company's content marketing strategy and WordPress insights to conduct a gap analysis - Authored two weekly blog pieces, which resulted in a ~75% increase of incremental views per month - Implemented long-term changes to blog strategy, which resulted in a ~75% growth in the following year - Evaluated various strategic media partnership options for marketing team based on customer segments - Identified and presented 98 partnership candidates, establishing company's top priorities for the year	
LEADERSHIP AND EXTRACURRICULAR	
JUV Consulting Case Competition New York, NY <i>First Place Winner</i>	Feb 2019
- Collaborated with global team to identify the top challenges and issues facing a social media startup - Performed a SWOT analysis for a \$6B industry and developed a market entry strategy for the client - Conducted market research at universities including Harvard, Wellesley College, and the University of Southern California by analyzing, synthesizing, and interpreting survey data from 450+ respondents	
Robogals Global Wellesley, MA <i>Treasurer</i>	Sep 2019 – Present
- Managed allocation of ~\$1K annual budget, reimbursements, budget reporting, and funding applications - Delivered and proofread financial reports data to ensure account maintenance and budget adherence - Planned and participated in weekly STEM workshops for ## local elementary school students	
SKILLS & INTERESTS	
Skills: Mandarin (Intermediate), Microsoft Office Suite, Adobe Creative Suite, HTML/CSS, JavaScript	
Interests: Classical Piano, Collaborative Music, Mentoring, Chess	

We

Do you see the before vs. after difference?

Her experience did not change at all, but you would think these were resumes from two completely different people! And which resume do you think performed better?

The second one, hands down.

How do I know? Because this client had previously been applying to all sorts of finance internships with no luck whatsoever... And then it all changed.

You see, when she first started working with Wall Street Mastermind, she had just finished her first semester of sophomore year, with no relevant finance experience on her resume...

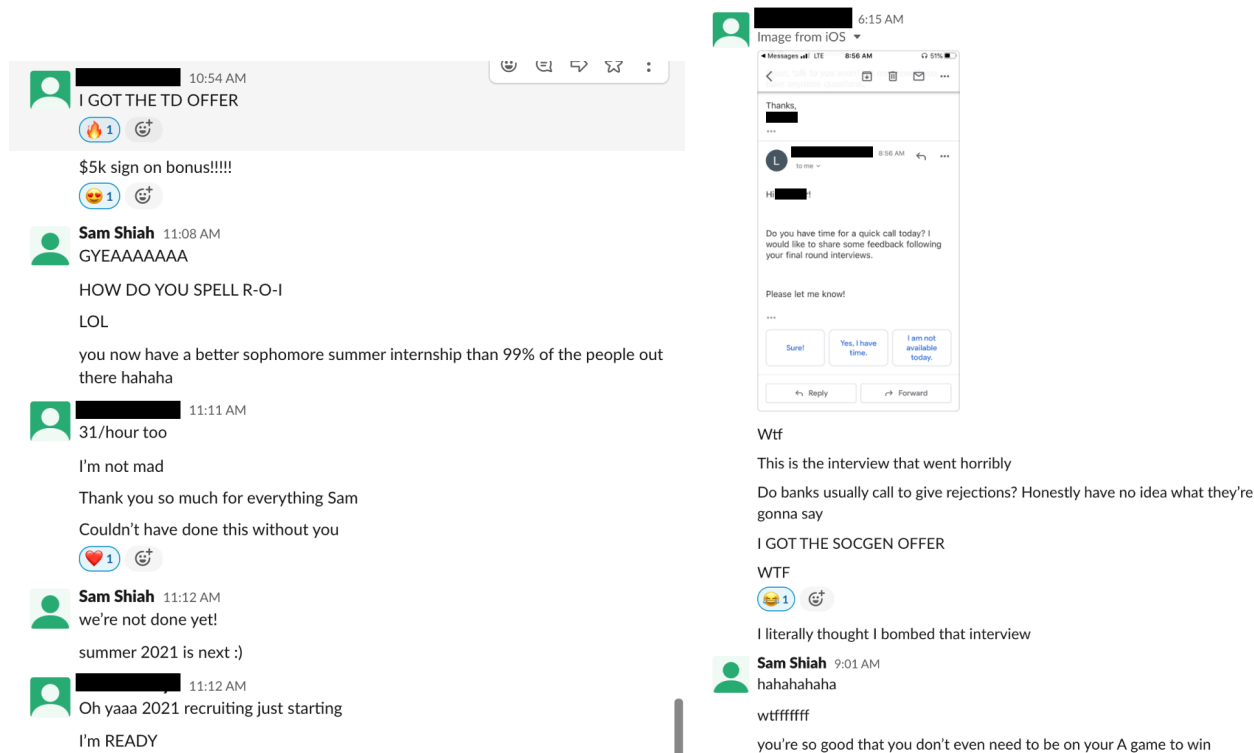
She knew she wanted to do investment banking so she decided to apply to any finance job she could find - roles including a FP&A internship at Wells Fargo, an accounting and finance role at Liberty Mutual, a role at Prudential, and another role at Fidelity.

Granted none of these roles were super relevant to banking, but at least they were in “finance”, she thought. Even then, she didn’t get selected for any of the interviews. A lot of the recruiters ghosted her when she applied. She was frustrated, but didn’t know what she was doing wrong.

Once we changed up her resume though, within ONE week she found a highly relevant internship working for a search fund (which is like a private equity firm but on a smaller scale, for those of you who don’t know). All the sudden, she finally had that elusive first finance internship on her resume.

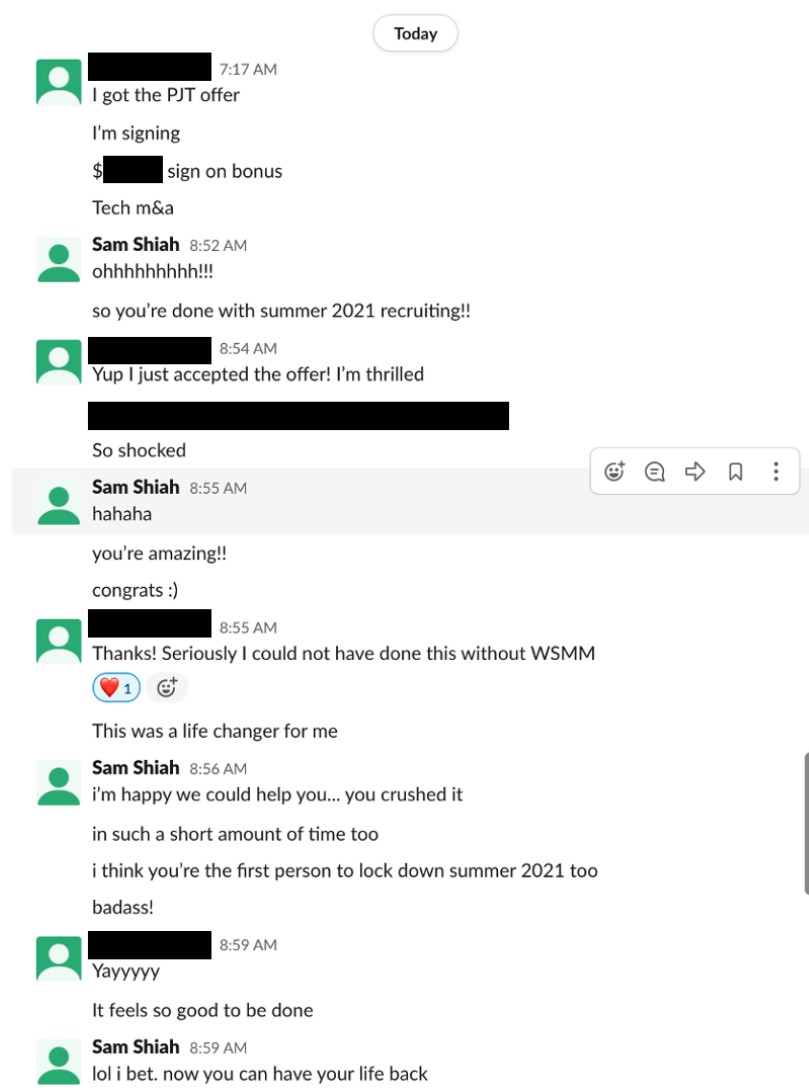
But that was just the beginning.

A month after that, she secured not ONE, but TWO sophomore summer internships at highly reputable investment banks. The first one was with TD Securities, where she was one of just four sophomores hired across the entire firm. Then two days later, she got an offer from Société Générale, a French investment bank with almost 150,000 employees.



To be clear, these were absolutely amazing internships for a sophomore to have. Most sophomores would be thrilled to have just any kind of investment banking internship during their sophomore summer, even if it’s a small regional boutique bank no one has ever heard of. Yet here she was, landing not one, but two summer internship offers at global multinational investment banks.

And the story doesn't even end there. With her sophomore summer internship secured, she turned her attention towards her junior summer internship. And just two months later, in April of her sophomore year, she secured a junior summer internship offer from PJT Partners, one of the most prestigious and selective elite boutiques out there.



So what's the takeaway from this story? Don't overlook how big of a difference a better resume can make!

What most people don't realize is that investment bankers typically spend no more than 15-20 seconds reviewing each resume they receive. If you're not making the right first impression right off the bat, you've got no chance.

But if you know exactly what the bankers are looking for and tailor the way you present your experiences for that, you can become unstoppable.

Now that I've hopefully given you some inspiration on what is possible, I've included the exact same resume template that we used for this client below, so that you can start transforming yours as well. Just make sure to remove the header and footer on that page before you use it.

[Editable template here](#). Of course, having a great resume is just the first step. You also need to network effectively, and become great at answering both behavioral and technical interview questions. **If you need help with any of these things, feel free to schedule a free strategy session with our team** <https://wallstmastermind.com/apply/>

[YOUR FIRST AND LAST NAME]

[Home Address] | [Phone Number w/Area Code] | [Primary Email Address] | [LinkedIn Profile URL]

EDUCATION

[University Name] | [Expected Graduation Month and Year] **Cumulative GPA:** 3.XX/4.00

Bachelor of [Arts/ Science] in [Major]

Major GPA: 3.XX/4.00

Bachelor of [Arts/ Science] in [Major]

[SAT]: 2XXX/2400 (7XX R | 7XX W | 7XX M)

Relevant Coursework: [List any business, economics, or accounting/finance courses you've taken, include your letter grade in a parenthesis if it's good]

Honors & Awards: [Dean's List, case competitions, or any other relevant awards you've won]

PROFESSIONAL EXPERIENCE

[Company Name] | [City], [State/Country] [MMM YYYY] – [Present]

[Position Title], [Team/Group Name if applicable, i.e. "Technology Investment Banking"]

- [1-sentence summary on 1) what you did in general and 2) the high-level results of your actions]

Selected [Client/Deal/Project/Transaction] Experience:

o [Live Deal #1]

- [Example 1: Performed benchmarking analysis which the deal team used to select comparables, resulting in a [#]x increase in deal valuation]
- [Example 2: Researched market size and competitive landscape to assist the deal team in the drafting of the investment highlights and risk & mitigations sections of IPO prospectus]

o [Project #2]

- [Example 3: Conducted [#] customer diligence calls and concluded xyz, which made the initial target's financial forecast less credible; resulted in client deciding to focus on an alternate target]

[Company Name] | [City], [State/Country] [MMM YYYY] – [MMM YYYY]

[Position Title], [Team/Group Name if applicable, i.e. "Technology Investment Banking"]

- [Analyzed company's abc by reviewing xyz; resulted in incremental [metric] of [#], which is [#%] growth]
- [Evaluated strategic alternatives for executive team and recommended xyz based on budget and ROI; presentation helped identify company's top priorities for the year]
- [Identified new customer segment and developed GTM strategy; resulted in [#%] increase in leads]

LEADERSHIP AND EXTRACURRICULAR

[Student Club Name] | [City], [State/Country] [MMM YYYY] – [MMM YYYY]

[Position Title]

- [Led [#] members to plan conference focused on xyz, organized speaker lineup which resulted in an attendance of [#], an [#%] increase over the prior year]
- [Organized [#] recruitment events with a [\$#] marketing budget; resulted in [#] new members joining]

[Non-Profit Organization Name] | [City], [State/Country] [MMM YYYY] – [MMM YYYY]

[Position Title]

- [Fundraised [\$#] to help [target demographic] do xyz; resulted in [#] people helped/tasks accomplished]
- [Dedicated [#] hours per week to mentoring xyz through activity #1, activity #2, and activity #3]

SKILLS & INTERESTS

Skills: [List languages (along with proficiency level), programming skills, or software you're familiar with]

Certifications & Training: [List relevant courses, programs, or certifications you've taken on your own]

Interests: [Try to list something that's unique (good ice breaker) or popular with bankers (build rapport; i.e. sports, trading, poker, etc.) Only list it if you can speak intelligently about it when asked]

Common Action Verbs for Investment Banking Resumes

You want to start every bullet on your resume with an **action verb**. Action verbs are verbs that describe the action used to achieve a result. Using vague or overused verbs can lead to selling yourself short, whereas using **industry-appropriate** action verbs can highlight your skills or accomplishments.

Below is a list of commonly used action verbs for investment banking resumes:

Accelerated	Eliminated	Maximized
Accomplished	Enabled	Mitigated
Achieved	Enhanced	Modeled
Addressed	Established	Monitored
Advised	Evaluated	Negotiated
Analyzed	Examined	Operated
Approved	Executed	Optimized
Arranged	Expanded	Organized
Assembled	Explained	Originated
Assessed	Explored	Oversaw
Assigned	Facilitated	Performed
Attained	Familiarized	Persuaded
Audited	Forecasted	Pitched
Authored	Formulated	Planned
Built	Founded	Prepared
Calculated	Generated	Prioritized
Clarified	Guided	Processed
Coached	Illustrated	Produced
Collaborated	Implemented	Projected
Communicated	Improved	Recommended
Compiled	Increased	Reconciled
Conceptualized	Influenced	Recruited
Conducted	Informed	Reduced
Consolidated	Initiated	Referred
Constructed	Innovated	Represented
Convinced	Instituted	Researched
Coordinated	Instructed	Resolved
Corresponded	Integrated	Reviewed
Crafted	Interpreted	Scheduled
Created	Introduced	Shaped
Delegated	Invented	Solved
Delivered	Investigated	Spearheaded
Demonstrated	Launched	Steered
Designed	Learned	Strengthened
Developed	Led	Studied
Devised	Leveraged	Summarized
Directed	Maintained	Supervised
Drafted	Managed	Surveyed
Educated	Marketed	Systematized

Tabulated
Tested
Tracked
Validated
Valued
Verified