

Name + Surname

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EDUCATION

University Name

Subject e.g. BSc Economics

- Expected First

Location (e.g. "Coventry, UK")

Date (e.g. Oct 2019 – Jul 2022)

Secondary School

- **A-Levels:** Subject 1 (Grade);... e.g. "History (A); English Literature (A)..."

- **10 GCSEs:** Grades listed e.g. one 9, two 8s, seven 7s or 3 A*, 7 As (depending on grade system)

Location

Date

WORK EXPERIENCE

Company Name 1

Summer Intern

- 1-3 bullets explaining the impact you had during the experience e.g. see the 2 formats below
- I achieved [A], by doing [B], as measured by [C]
- Achieved; impact

Location (e.g. "Remote")

Date

Company Name 2

Spring Intern

- 1-3 bullets explaining the impact you had during the experience

Location

Date

Accountancy Firms

Insight Weeks

- **[Insight week 1]** Line showing how you made an impact + quantify if possible
- **[Insight Week 2]** Line showing how you made an impact + quantify if possible

Location

Date

LEADERSHIP ACHIEVEMENTS

Society 1

Position

- 1-3 bullets explaining the impact you had during the experience

Location

Date

Society 2

Position

- 1-3 bullets explaining the impact you had during the experience

Location

Date

Extracurricular 1

Position

- 1-3 bullets explaining the impact you had during the experience

Location

Date

AWARDS AND SKILLS

Extra-curricular competition: Awarded best "..." (500+ entries)

Technical: E.g. Advanced Excel (Coursera course by Macquarie University)

Languages: English (native), French (intermediate)

ACTIVITIES AND INTERESTS

E.g. Public speaking: TED talk....; Badminton: Won [Region] Doubles Tournament; Running: Raised £x for Mind UK by running y km in under 2.5hrs.

Sharing the 3-stage strategy for getting an investment banking internship

To secure a role in a competitive field like investment banking, you need to secure an internship first which this guide focuses on - that is the highest entrance barrier.

3 simple stages and a lot of hacks:

Stage 1 – Pre-application

- Organising yourself for a consistent but efficient grind:
 - Do an application audit i.e. creating a spreadsheet of the 25-30 firms you'll be applying to, noting expected open date (apply ASAP when applications open and save application pdf). For the application audit, [check out this Google Sheet](#) made by some brilliant students last year.
- Preparing a solid CV:
 - [Use template & guide](#) e.g. the one I provide. Seek out experiences that differentiate you in coming months, while doing what you can with the experiences you have.
- Writing a cover letter they can't ignore:
 - Why firm (max 3 reasons - harnessing networking + firm profile after deep research)
 - Why division (use Pyramid Principle + build personal narrative)
 - Why you (ABC method from CV template I provide, different examples from what's in CV)
- Networking to give you an edge:
 - Use LinkedIn, be patient (20% response rate), can use [message template](#) I provide

Stage 2 – making the shortlist

- Passing online tests
 - Note 'overlapping' firm providers i.e. firms that use the exact same test and make sure to harness power of reflection through strong documentation (post coming out soon about this).
- Smashing competency questions
 - Prepare at least 2x STAR examples for [each competency](#)

Stage 3 – winning over the interviewer

- Getting through [technicals](#)
 - Use 400Qs guide or for extra mile/if time afterwards, use Pearl & Rosenbaum book
- Hacks for [commercial awareness](#) (news story, recent deal)
 - Use newsletters/podcasts to make it a habit, then use overarching trends to build 1-page summaries through harnessing consulting reports. Use the cookie-cutter method for 'recent deal'.
- Brain teasers and market sizing
 - Cover as many brain teasers as you can find (e.g. clock, 4L bucket, cube in red paint examples) and use the [1-line formula + disaggregation](#) approach for market sizing.

Bonus tips

Never underestimate the competition but focus on racing against yourself.

- **Prepare a solid [introduce yourself answer \(snippet 4\)](#)** - the question that you'll be asked in 90% of interviews
- **Undertake Excel and M&A courses.** Beyond the CV and being asked what courses you have done, this will give you a much deeper technical understanding and build your competitive edge.
- **Take a process-oriented**, not results-oriented approach to avoid unnecessary stress (read the Practicing Mind for more details).

Find your grind time (see the book Deep Work). For me, deep work happens early in the morning with my phone on 'do not disturb' (no notifications) and listening to a few soundtracks (e.g. Deus Ex).