

LEAD TIME

What Not To Do

The internet is the world's most

Marketing Intern - Yahoo! Canada
Financial Analyst - Kraft Canada

... on campus and years in study preparing for an opportunity indicated to building the foundations of your career

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QUALIFICATIONS

- Proficient marketing skills honed and developed via the distribution of promotional Academy and Scarborough Montgomery Cricket Club
- Proven leadership and team-working capabilities furnished through various extracurricular and student organizations

Tired of applying to a million jobs every semester and receiving no response? Sick of getting back a ton of rejections? Don't know what you've done wrong? Well, you're in luck! This article will inform you on the top 6 mistakes seen on resumes, especially when you're applying to finance jobs! Better buckle up..... it's going to be a bumpy ride.

#6: Spelling and grammatical errors

Even though this is a basic tenant of resume writing, it's often overlooked due to its trivial nature. Yes, I know that you've looked at your resume so many times that it's all become a blur, but that in itself is the problem. You need a fresh pair of eyes to find the mistakes that you may have missed.

#5: Using fancy fonts

This is where finance jobs start to differ from other job applications. Usually, it's not recommended that you change the font as recruiters may not be using a system that supports it. Most large companies nowadays use a computerized system for selecting keywords from a candidate's resume and cover letter, and using fancy fonts may cause the computer to overlook your application. But for some jobs (like marketing), recruiters are looking for that creative flair. For finance-related job applications, you are expected to be very straight-forward and frilly fonts are usually frowned upon.

#4: Length and lots of white space

Your resume CANNOT have more than one page when you are applying to finance jobs. You have to keep it simple. So if your resume is two pages long, then you may have included some irrelevant information or long-winded sentences. If you find that you've trimmed your resume down to a stick figure and you're still crossing that one-page limit, then it's time to play with some margins. Students are usually afraid of this since they have been told (by teachers/professors) that adjusting margins is a big "no-no". Well, school's out when it comes to job search, and you definitely want to maximize your page usage to stay within that one-page limit.

#3: Lackluster experiences

Now we're really getting to the meat of the resume. In many resumes, I find that the applicant tends to write about duties and responsibilities of their post, rather than writing about what they accomplished. It's true that employers want to know what you did, but it's also true that they are looking for what you made out of it. A good sentence structure starts with an action verb, continues on to describe what you did, and ends off with the result of your actions. Keep in mind that recruiters are keen on reading "the result" of your job duties.

#2: No Numbers

This is something that is really not an option if you are considering

applying to banking institutions or corporate finance positions. You MUST be able to quantify the results of your accomplishments. Examples would include "increased sales by 20%" or "generated over \$10,000 in revenue". If you don't remember exact figures, always give a range or try to understate it. Tying in to the previous example, you should know that you made at LEAST \$10,000 in revenue, if not more.

#1: What about my cGPA?

This is usually a very sensitive topic with a lot of varying opinions - so I'll just add my two-cents. In my opinion, to put your cGPA on your resume, it should be greater than or equal to 3.5 out of 4, which is the cut off mark for graduating with High Distinction. However, I want this point to be very clear: your grades are only "a foot in the door", it is your experiences and accomplishments that push the door open - so don't fret if your cGPA isn't in that region.

Remember that your resume is an extension of you, so show your confidence when writing and don't hold back. Also, it's important to note that your resume will only get you the interview. From then on, it all comes down to how well you can impress managers and recruiters during the interview.

Good Luck on the job search!!!

By Feral Rizvi