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## How to Write an Impactful Resume for the Financial Professional

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# An Impactful Resume?

- **The person reading it understands your potential value and contribution.**
- **Your key duties, achievements and skills are clear, quantifiable and recognized as transferable.**
- **You generate interest in a meeting.**

# Where to start

- **Stop and think. Reassess.**
- **Avoid the temptation of simply updating your most recent resume!**
- **Know your Audience.**
- **Be clear about what you want to convey. It is likely you are applying for a specific role. What words and tasks were used in the advertisement / job specification?**
- **Put yourself in the interviewer's shoes. What would they want to see?**

# What you really want to say – and how to say it

- **Before you start typing, have a clear idea of exactly what you want to convey.**
- **Focus on key skills and achievements – now is not the time to be modest (but we must always also be honest).**
- **Add context around your achievements. Quantify, quantify, quantify!**
- **Use data to minimise ambiguity and maximize impact.**

# The basics

- **Resume length**
- **Format / layout**
- **Font choice, size and colour - consistency**
- **Personal details**
- **Photograph**
- **Chronology**
- **Professional qualifications, languages, published work**
- **Interests and hobbies**
- **PDF**
- **Beware of social media and its impact on your resume**

# The basics

- **A Career Objective or Not**
- **That is prime real estate on a resume**

# Word Choice

- **I am dedicated – to what?**
- **I am detail oriented – as opposed to what?**
- **I am driven – prove it!**
- **I am dynamic – what does that mean?**
- **I am a people person – this will be evident**
- **I am a problem solver – be ready to prove it**
- **I am a team player – who isn't?**
- **References available upon request – lose that**

# Biggest mistakes

- **Typos**
- **Bad grammar or poor grammar?**
- **Incomplete sentences**
- **Too much information**
- **Nothing to quantify your accomplishments**



# Now that we told you what to take out, what do you put in?

- **Good stuff, the really big accomplishments**
- **Specific accomplishments – the benefits, the results**
  - Numbers
  - Percentages
  - Cost Savings
  - Profitability
  - ROE
  - Efficiencies
- **Tell me what I don't already know**
  - Why are you unique?

# Core Competencies & Skills

- **People**
- **Process**
- **Customers**
- **Business**

# Core Competencies & Skills

- **People**

- Teamwork
- Interpersonal Perceptiveness
- Coaching/Development
- Can you lead people to a decision, to consensus?
- Communication Skills
- Stakeholder Management

# Core Competencies & Skills

- **Process**
  - Discipline
  - Ownership
  - Systematic Approach
  - Thoroughness
  - Documentation that defines your business
  - Numeracy

# Core Competencies & Skills

- **Customer Focus**
  - Results Orientation
  - External Communication
  - Customer Orientation

# Core Competencies & Skills

- **Business Focus**
  - Results Orientation
  - Strategic
  - Innovation & Creativity
  - Decisiveness
  - Adaptability
  - Numerate
  - Problem Solver

# What Skills Define Treasurers?

- Providing leadership in the financial lifecycle of your organisation.
- Managing risk: Liquidity, Credit, Currency, Interest Rate and Operational.
- Ability to articulate financial information and concepts to the CFO, CEO and Board.
- Evaluation and control of sophisticated and dynamic financial markets and instruments.
- Ability to formulate and translate complex data into business decisions.
- Managing key relationships internally and externally (banks, service providers, other vendors).
- *(alternatively throw this out to the room and leave this slide blank other than title – AR makes note of points raised for later to make sure the attendees have the answer to this question on their resumes)*

# Spot the difference – Case Studies

- **(statement without metrics or substance)**

**OR**

- **(same statement quantifying achievement e.g. Cost saving / efficiency / metrics)**



# Imagine if...

- **Imagine you are applying for your boss's job.**
- **How would you draw out your experience to demonstrate you can make that jump?**
- **What additional responsibilities do you need to illustrate?**
- **Articulate your relevance for the reader.**