RESUME SCREENING RUBRIC

A practical checklist for US and UK analyst applications. Reviewers may skim quickly. Employer instructions and local conventions take priority over this general guidance.

CHECK BEFORE SENDING

- Aim for one page for student and early-career analyst applications, unless the employer asks for a different format.
- Any typo, anywhere. This is a job about not making arithmetic errors in documents, and the resume is the work sample.
- The wrong firm's name in the cover letter or the file name. It happens constantly and it is unrecoverable.
- Sent as `.docx` when a PDF was asked for, or a filename like `resume_final_v3.pdf`. Use `Firstname Lastname - Resume.pdf`.
- Inconsistent date formats, or a gap that is not explained anywhere.

STRENGTHEN THE CONTENT

- Bullets that describe duties rather than outcomes. "Responsible for supporting the team" tells a reader nothing happened.
- No numbers anywhere. Size, count, percentage, duration - a resume with no quantities reads as a resume with nothing to quantify.
- Claimed skills that will not survive a question. "Proficient in LBO modelling" is a promise you will be asked to keep in the room.
- Equal space given to the finance internship and the summer job. The reader is looking for the relevant thing and you have hidden it.
- An objective statement or a personal summary. It costs three lines and says nothing the rest of the page does not.
- Photograph, date of birth, marital status, full postal address.

A STRONG DRAFT

- One page, one font, one consistent set of margins, and white space that has been thought about.
- Every bullet is verb → action → result, and most carry a number.
- The single most relevant thing on the page is in the top third, where a skim actually lands.
- Every claim is one you would be pleased to be asked about for ten minutes.
- An interests line specific enough that somebody could open with it. This is not filler - it is the line that makes a superday conversation start warm.

THE TEST TO RUN BEFORE YOU SEND IT

Give it to somebody who does not work in finance and ask them to read it for forty seconds, then take it away and ask what you do and why you would be good at this job. If they cannot say, the page is not the problem you thought it was - the ordering is.