

"A Winnable CV & Interview Skills"

A person is shown in profile, looking at a CV document. The CV has sections for 'OBJECTIVE', 'EXPERIENCE', and 'SKILLS'. The person is also on a video call, with another person visible on the screen. The background is a blurred office setting.

INTRODUCTION

CONTENTS

- Objectives
- Creating a Winning CV
- Tips for Successful Interviews
- Common Pitfalls to Avoid
- Q & A Session



OBJECTIVES

- 1 Learn how to create well-organised and impactful CVs.
- 2 Equip with techniques for preparing for interviews.
- 3 Interview mistakes and provide solutions to avoid them in future.
- 4 Share external resources that participants can use to continuously improve their CVs and interview skills.



YOUR CURRICULUM VITAE



It is a detailed document that outlines an individual's qualifications, experience, skills & accomplishments.



Helps prospective employers assess your suitability for a position that needs to be filled.



It gives the first impression to potential employers.

COMPONENTS OF A WELL-STRUCTURED CV

1. Contact Information

- Ensure your name, phone number, and professional email address are up-to-date.
- This should be at the top and easy to read. Double-check for accuracy.

ANNA OPOKU

053 002 0021 | E-mail: annaopoku@gmail.com | <https://www.linkedin.com/in/anna-winchester/>

COMPONENTS OF A WELL-STRUCTURED CV

2. Professional Summary/Objective

- A concise statement at the beginning summarizing your qualifications experience and career goals.
- A 2-3 sentence summary that highlights your key skills

PROFESSIONAL SUMMARY

Highly motivated and results-driven finance professional with over 7 years of experience in banking sector, specializing in fund management, financial analysis and forecasting. Adept at leading cross-functional teams, optimizing processes, and delivering high-impact solutions that drive business growth.

COMPONENTS OF A WELL-STRUCTURED CV

3. Work Experience

List all relevant places of employment and roles held, emphasizing the responsibilities in reverse chronological order, starting from your current position.

WORK EXPERIENCE

Fund Manager

ABX Investment Ltd, Teshie

July, 2021 – Present

- Manage a portfolio of \$500M in assets across various sectors including equities, fixed income, and alternative investments.
- Develop and implement tailored investment strategies to meet client objectives, enhancing portfolio performance.
- Collaborate with the risk management and compliance teams to ensure adherence to all regulatory guidelines and minimize portfolio risk.
- Maintain strong relationships with institutional clients, providing them with clear insights and strategic advice.

Investment Analyst

CDM Capital Ltd, Tema

February, 2018 – June, 2021

- Conducted detailed financial analysis and market research for investment opportunities.
- Provided recommendations for asset allocation and risk mitigation strategies to support fund managers in decision-making.
- Created financial models to project returns on different investment vehicles.
- Led due diligence efforts on potential alternative investments, including private equity and real estate, providing key insights that led to profitable decisions.

COMPONENTS OF A WELL-STRUCTURED CV

4. Educational and Professional Qualifications

- Outlines your academic background, including degrees, certifications, and relevant courses.

EDUCATIONAL AND PROFESSIONAL CERTIFICATIONS

Master of Business Administration (MBA), Finance

Columbia Business School, New York, NY

April 2009 - May 2011

Bachelor of Science in Economics

University of Pennsylvania, Philadelphia, PA

April 2004 - May 2008

Chartered Member, CFA Institute

July 2012 - June 2013

Chartered Member, New York Society of Security Analysts (NYSSA)

September 2017 - August 2018

COMPONENTS OF A WELL-STRUCTURED CV

5. Skills & Competencies

- A list of abilities and expertise that are relevant to the job you're applying for. Skills can be divided into technical skills (e.g., software, programming languages) and soft skills (e.g., communication, teamwork).

SKILLS

- Portfolio Management & Optimization
- Risk Management & Asset Allocation
- Financial Analysis & Forecasting
- Equity Research & Fixed Income Strategies
- Client Relationship Management
- Regulatory Compliance (SEC, FINRA)
- Team Leadership & Mentorship
- Capital Markets Expertise

COMMON MISTAKES ON CVs

Stacy Smith

Senior Marketing Manager

WORK EXPERIENCE

Wrong tense

Typo

Resume Worded, London, United Kingdom

Education technology startup with 50+ employees and \$100m+ annual revenue

Senior Engineering Manager

01/2022 – Present

- I was building Tableau dashboard using data from Amplitude and Segment to visualize core bussiness KPIs (e.g. Monthly Recurring Revenue), saving 10 hours per week of manual reporting work
- Training and peer-mentoring programs were created by me.
- Redduced signup drop-offs from 65% to 15% and increased user engagement by 40%, through a combination of hypothesis testing, segmentation analysis and machine learning algorithms

Typos

Passive voice

Inconsistent punctuation

- Too Long – more than 2 pages.
- Spelling and grammatic errors
- Unclear professional summary
- Poor formatting
- Inconsistent dates & gaps in experience
- Overloading with jargon
- Omitting or providing incorrect contact information
- Not tailoring CV for each job

RESOURCES FOR BUILDING A WINNING CV

RESOURCE	USE
RESUMEGENIUS.COM	Create A Professional CV And Offers A Guided Process And Personalized Tips Based On The Job You're Applying For.
JOBSCAN.COM	Helps You Optimize Your C.V. For ATS By Scanning It Against Job Descriptions And Providing Tips For Improving Your Chances Of Passing ATS Filters.
LINKEDIN LEARNING	Linkedin Learning Provides Courses And Tutorials On How To Optimize Your CV
TOPRESUME.COM	Offers A Free C.V. Review Service, Where Professional Writers Assess Your Resume And Provide Detailed Feedback On Strengths And Weaknesses.

INTERVIEW SKILLS

TYPES OF INTERVIEWS

1. Traditional
2. Competency Based



ACING AN INTERVIEW

1. Preparation is key

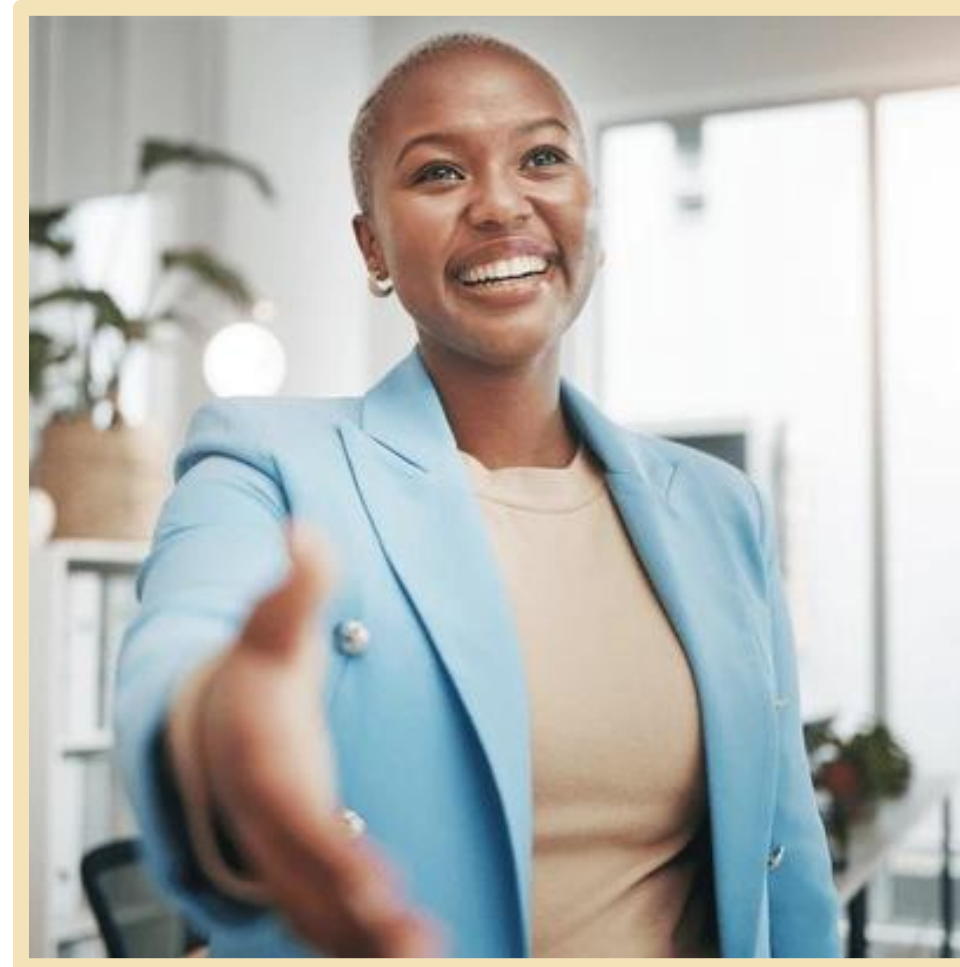
- Conduct research on the company/ department and what they do.
- Review the Job Description and seek clarification of questions you have.
- Practice common interview questions that relate to the role.
- Prepare 1 or 2 simple questions that show your interest and understanding of the role.
- Dress Appropriately & Arrive on time.



ACING AN INTERVIEW

2. Body Language and Verbal Communication

- Your non-verbal cues speak as much as your words. Maintain eye contact, offer a firm handshake (if applicable), and sit up straight.
- Use clear and concise language and avoid filler words like "um" and "like".



ACING AN INTERVIEW

3. Understanding the Questions

- Before you provide a response to a question, ensure you fully understand what is being asked.
- Take a moment to think, and don't be afraid to ask for clarification if necessary.
- Ensure that your response highlights your strength.



INTERVIEW TIPS

1. Avoid Talking Too Much or Too Little.
2. Don't be Late.
3. Avoid Being Negative.
4. Know the information you have put on your CV, especially dates and names of places.
5. Tailor answers to address questions asked.
6. Never argue or Interrupt the Interviewer.
7. Do not Ignore Feedback or Cues from the panel.
8. Be honest in all your answers.



RESOURCES FOR ACING AN INTERVIEW

RESOURCE	USE
GLASSDOOR.COM	Glassdoor offers a large database of real behavioural and technical interview questions from companies.
MYINTERVIEWPRACTICE.COM	This platform allows you to practice answering competency-based interview questions through simulated interview sessions.
LINKEDIN LEARNING	LinkedIn offers a free interview preparation tool that includes sample questions, especially for competency-based and behavioral interviews.
INTERVIEWBUDDY.NET	Interview Buddy offers free mock interviews with feedback.



Q & A SESSION