# Your Future Starts Here

## How to Write a CV That Opens Doors

**Pav Bassi**
**Colleague Experience Manager, NatWest Bank**



# Why a CV matters

- Your CV is the first impression a Hiring Manager has of you
- Shows skills, achievements and potential
- An effective CV will get you noticed and will open doors
- You'll need a CV when applying for jobs, apprenticeships and higher education
- CV should focus on your transferable skills and potential
- Everyone has something to offer – It's about showing it well!



# Format

- Contact details
- Personal Profile
- Key skills & Achievements
- Career History/Education
- Education
- Interests



# STUDENT NAME

Penultimate-Year BSc Economics | Aspiring Investment Analyst

student.name@university.ac.uk
07000 000020
Leeds |
linkedin.com/in/studentname

## PERSONAL PROFILE

Penultimate-year Economics student with a ten-week summer internship in equity research and a spring insight programme in corporate banking. Strong academic record, with financial modelling skills built through coursework and case competitions. Seeking a graduate or placement role in investment banking or asset management from 2027.

## KEY SKILLS

- **Financial modelling** - Built DCF and comparable-company models for a stock-pitch competition; placed top 3 of 40 teams
- **Data analysis** - Excel, Power BI and basic Python from coursework and personal projects
- **Research** - Company and sector analysis during a ten-week equity research internship
- **Communication** - Presented an investment recommendation to a live panel of analysts
- **Commercial awareness** - Reads the FT daily and follows two sector newsletters weekly
- **Teamwork** - Collaborated in five-person teams across three university case competitions

## WORK EXPERIENCE

**Summer Analyst Intern (10 weeks)**
*Camborne Asset Management, London | Jul – Sep 2025*

- Built a DCF and comparable-company model for a FTSE 250 stock, presented to the investment team.
- Wrote two sector notes on retail and travel, used in the team's weekly briefing.

**Spring Insight Programme (1 week)**
*Northbridge Bank, Leeds | Apr 2025*

- Completed rotations across corporate banking and risk; selected from over 800 applicants.

**Retail Assistant (term-time and summers)**
*Hatfield's Bookshop, Leeds | 2022 – Present*

- Manage till reconciliation and stock ordering worth around £2k a week; trained three new starters.



## EDUCATION

**BSc (Hons) Economics - expected 2:1**
University of Leeds, 2023 - 2027. Relevant modules: Corporate Finance, Econometrics, Financial Markets.

**A-Levels**
Maths (A), Further Maths (A), Economics (A) - Leeds Sixth Form College.

**GCSEs**
9 GCSEs at grades 7-9, including Maths and English.

## EXTRA CURRICULAR ACTIVITIES

- Vice-President, University Finance Society: organised 8 events for 300+ members, including the annual stock-pitch competition
- Member of the winning team, Regional Investment Banking Case Competition 2025 (of 24 teams).
- Treasurer, University Athletics Club: manage a £3k annual budget and organise weekly training for 40 members
- Selected for the university's Women in Finance mentoring scheme, paired with a second-year mentee

## VOLUNTEERING

- Financial literacy volunteer at a local secondary school: deliver termly budgeting workshops to Year 10 students
- Volunteer at university open days, guiding 50+ prospective students and families each year
- One-off volunteer steward, Leeds Marathon (2023, 2024)

## INTERESTS

Marathon running (two half-marathons completed), chess club, reading about behavioural finance, and cooking for friends.

I also enjoy expanding my programming knowledge through self-study, including Python machine learning forecasting packages

## REFERENCES

Available on request.

# CV Do's and Don'ts

- Clear and easy to read.
- Evidence of skills and experiences.
- Repeat key skills.
- Tailored to the role you're applying.




- Spelling or grammar mistakes.
- Inconsistent formatting.
- Focus solely on your education.

# Where to get help & advice

1. School Career Services/UCAS
2. National Career Services
3. Job Centre Plus
4. Prospect.ac.uk
5. Local Volunteering Opportunities – Do-it.org
6. Online tools – Canva, Google, Gramerly
7. Ask Teacher, family or Mentors to review your CV

