

BATH FINANCE SOCIETY

CAREERS PRESENTS

CV Guide

2026–2027

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01

Brief Overview

A Brief Introduction

What is a CV and why does it matter?

Your **CV** is often one of the first things an employer sees when reviewing your application. It provides a concise overview of your **education, experience, achievements and extracurricular involvement**, while showing the skills and qualities you could bring to the role.

For competitive opportunities such as **spring weeks, internships and placements**, recruiters may review a large number of applications. A **clear and well-structured CV** therefore makes it easier for them to quickly understand your experience and identify your strongest achievements.

A strong CV should not simply list what you have done. It should communicate **what you achieved, how you contributed and the impact you made**.

IN THIS GUIDE, WE COVER:

- 01 Structuring and formatting your CV
- 02 Building strong, impact-focused content
- 03 A model CV template
- 04 Final checks before submitting

02

Structure, Content & Formatting

CV Structure

Suggested Structure

For most finance applications, your CV can be organised into five core sections:

01 HEADER

Include your **full name** and key contact details. Typically, this means your phone number, professional email address and LinkedIn profile. Keep this section simple and avoid unnecessary personal information.

02 EDUCATION

List your university, degree and expected graduation date, followed by your previous school or qualifications. Include relevant academic results, scholarships, awards or particularly relevant modules where appropriate.

03 WORK EXPERIENCE

List your experiences in **reverse chronological order**. Focus your bullet points on **what you actually contributed** rather than simply describing your responsibilities.

A useful bullet-point structure is:

ACTION	→	WHAT YOU DID	→	RESULT / IMPACT
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Start bullets with **strong action verbs** such as:

Analysed Built Presented Led Developed Evaluated

Quantify achievements where meaningful. For example, instead of:

INSTEAD OF "Helped organise society events"	PREFER "Led the organisation of 5 student events attracting 300+ attendees."
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The objective is to demonstrate **contribution and impact** rather than simply listing responsibilities.

04 LEADERSHIP & EXTRACURRICULARS

Include societies, volunteering, competitions, sports and other positions of responsibility.

Focus on **measurable contributions** and evidence of:

Leadership | Teamwork | Initiative | Responsibility | Impact

05 SKILLS & INTERESTS

Include relevant technical skills, languages, certifications and genuine interests.

For technical or quantitative roles, consider including **programming languages**, **relevant projects** and a **GitHub** link where appropriate.

03

Sample CV

SAMPLE CV · FICTIONAL CANDIDATE

[Firstname Lastname]

abcd123@bath.ac.uk | Tel: +44 0800 803 0813 | [Linkedin.com/in/yourlinkedinurl](https://www.linkedin.com/in/yourlinkedinurl)

EDUCATION & SCHOLARSHIPS

University of Bath <i>Course BSc (Hons)</i> <i>date</i> - Year 1: X% (First/2:1) (Leave these 2 bullet points if you are first year) - Modules: Pure Mathematics – 94%	Bath, United Kingdom <i>Sep 2024 – to</i>
School Name - A-Levels: Maths A*, etc. 2024 - EPQ in Economics "Title": A* - GCSEs: 9999999999 including a 9 in Mathematics - Scholarship/Exhibition/Merit based award	London, United Kingdom <i>Sep 2009 - Aug</i>

WORK EXPERIENCE

Company A <i>Summer Intern</i> - Did X to achieve Y via metric Z - XYZ - XYZ	Location, United Kingdom <i>June 2025</i>
Company B <i>Summer Intern</i> - Did X to achieve Y via metric Z - XYZ - XYZ	Location, United Kingdom <i>June 2025</i>
Company C <i>Spring Insight Intern</i> - Did X to achieve Y via metric Z - XYZ - XYZ	Location, United Kingdom <i>June 2025</i>

LEADERSHIP & ACTIVITIES

University of Bath <i>Student Society — Head of Something or other</i> - Did X to achieve Y via metric Z - XYZ - XYZ	Bath, United Kingdom <i>Oct 2024 to Date</i>
Other Extracurricular — Position - Did X to achieve Y via metric Z - XYZ	<i>Feb 2025 to Date</i>
Other Extracurricular — Position - Did X to achieve Y via metric Z - XYZ	<i>Feb 2025 to Date</i>
School Name <i>Position of Responsibility (i.e. Head Boy, House Captain...)</i> - Did X to achieve Y via metric Z - XYZ	London, United Kingdom <i>Sep 2022 to Aug 2023</i>
Extracurricular (i.e. Economics Society Committee) — Position (i.e. Co-founder, Event leader) - Did X to achieve Y via metric Z - XYZ	<i>Jan 2022 to Jan 2023</i>
Volunteering <i>Volunteer</i> <i>2022</i> XYZ	London, United Kingdom <i>Jul</i>

ADDITIONAL INFORMATION

- Language:** English (Native), Language (Conversational), Language (Basic)
- IT:** Excel (Advanced), Python (Proficient), R (Basic), any other coding language
- Technical:** Financial Database Analysis (Bloomberg, Pitchbook), any formal certifications
- Sport:** Sport (National Level), Sport (County and Academy Level), Sport (University Level)
- Musical:** ABRSM Grade 8 Distinctions (Instrument), performed at Venue
- Interests:** Last thing they will read so keep it unique i.e. not football

04

Final Advice

Final Advice

01 KEEP IT TO ONE PAGE

For most undergraduate finance applications, your CV should be concise and focused.

03 MAKE EVERY BULLET EARN ITS PLACE

Avoid vague descriptions. Focus on actions, achievements and outcomes.

05 QUANTIFY WHERE MEANINGFUL

Numbers provide context and make achievements easier to understand.

07 KEEP THE FORMATTING PROFESSIONAL

Use consistent fonts, spacing, headings, bullet styles and date formats.

Readability matters more than complicated design.

02 CHECK EVERY DETAIL

Spelling, grammar, dates, alignment and formatting should be consistent throughout.

04 USE STRONG ACTION VERBS

Start bullets with words such as:

Analysed

Built

Presented

Led

Developed

Evaluated

06 TAILOR YOUR CV

Different roles value different experiences and skills. Adjust the emphasis of your CV to reflect the position you are applying for.

08 GET ANOTHER PERSPECTIVE

Ask friends, mentors or experienced students to review your CV. After looking at the same document repeatedly, it becomes surprisingly easy to miss small errors.

Your CV will develop as you gain new experiences. Keep updating it throughout university rather than rebuilding it from scratch every application cycle.

Good luck with your applications!

BATH FINANCE SOCIETY

WEBSITE

bathfinancesociety.com

INSTAGRAM

[@bathfinancesoc](https://www.instagram.com/bathfinancesoc)

LINKEDIN

[Bath Finance Society \(BFS\)](https://www.linkedin.com/company/bath-finance-society/)

Learn. Connect.
Build your career.