

Cover Letter

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in this event are private of the presenter and are not related to Goldman Sachs or
any of its subsidiaries.

Пример experienced resume

И почему оно отличается

Experienced Resume

[redacted]

Основное:

Корпоративный юрист с опытом работы более 20 лет, включая 10 лет в должности начальника юридического отдела в холдинговых компаниях с годовым оборотом около 2 млрд рублей. Практический опыт и глубокие знания налогового, арбитражного, гражданского законодательства РФ. Работа с собственниками, частными и государственными клиентами, контрагентами и поставщиками; всеобъемлющее представление интересов в арбитражных, аппеляционных и общих судах, государственных структурах; сопровождение инвестиционной деятельности.

Опыт работы:

[redacted] *Глава юридического отдела.* *Май 2008 — Н.В*

Полное юридическое сопровождение работы юридических лиц входящих в группу компаний. Юридическая и договорно-правовая работа с собственниками, акционерами, депозитариями, регистраторами и Советом Директоров. Локальное нормотворчество регламентирующие все внутрение и внешние юридические взаимоотношения холдинга. Юридический риск-менеджмент. Правовое сопровождение взаимодействий с муниципальными и государственными струкутрами.
Суммарные достижения:

1. Всеобъемлющее сопровождение около 50 судебных процессов, мировых соглашений.
2. Положительные решения в 90% дел с сумарным эффектом более 500 млн рублей.
3. Реорганизация холдинга из ООО в ОАО и последующая регламентирующая работа.
4. Успешное взаимодействие с МО, ФАС, ФНС РФ.
5. Открытие 4 обособленных подразделений на территории РФ.
6. Секретарь Совета Директоров.

Больше текста.
Суммарное описание работы.
Дополнительный фокус
на обязанностях.



Ошибки в резюме

1. Писать objective
2. Сохранять не в пдф
3. Две колонки
4. Неправильная шапка
5. Разделять обязанности и достижения
6. Добавлять нарратив
7. Непрофессиональный емаил: имя.фамилия@
8. Неправильный порядок блоков
9. Расписывать деятельность любой компании
10. Указывать ЕГЭ, тесты, если об этом не просят

Сопроводительное письмо

и зачем оно существует

Сопроводительное письмо

Донести
Новые
Идеи

Сопроводительное письмо

Донести
Новые
Идеи

Рассказать
Свою
Историю

Сопроводительное письмо

Донести
Новые
Идеи

Рассказать
Свою
Историю

Показать
Свои
Возможности

Сопроводительное письмо

Как
Человек
Подает
Себя

Сопроводительное письмо

Как
Человек
Подает
Себя

Достижения

Как
Человек
Должен
Себя
Подавать

Структура письма

что мы должны указывать

Структура письма

3 параграфа:

Front Loading
Name Dropping

My name is Vlas Lezin and I am a Vice President at Goldman Sachs with BS in Computer Engineering/Science and MS in Finance. I believe that my combination of technology and business skills, experience, personal traits and passion for making a positive impact makes me a strong candidate for Nachalnik Position at Rohaue et Copoueta Capital

Структура письма

3 параграфа:

Front Loading
Name Dropping

Highlights

Структура письма

3 параграфа:

Front Loading
Name Dropping

Highlights

To support my case I have a strong track record of creating value for both clients and the firm:

Структура письма

3 параграфа:

Front Loading
Name Dropping

Highlights

Why this company

Структура письма

3 параграфа:

Почему именно ВЫ хотите быть в этой компании?

Front Loading
Name Dropping

Highlights

Why this company

Структура письма

3 параграфа:

Please see my resume attached and I will be very thankful if presented an opportunity to prove myself in person.

Front Loading
Name Dropping

Highlights

Why this company

Примеры письма

Dos & Don'ts

Пример

While looking for potential jobs on [redacted] Career Network Website, I was attracted to the Investment Banking Analyst Intern position for XYZ Partners. I learned from the description on your website that your company acts as financial advisors to the small and mid-cap firms mainly in three sectors: energy, healthcare and industrials. I was eager to see that the Investment Banking Analyst position included working closely in a team with professionals and companies that involved in the energy sector because I have learned about this sector in particularly through my education as well as worked in this industry during my summer internship.

Last summer, I have been given an opportunity to work at a venture capital firm, RCC Ventures, that also acts as financial advisors to small and mid-cap firms in various industries, including the energy sector. I worked closely with a team of professionals on evaluation models, due diligence reports, financial proposals, and settlement agreements. Through my experiences, I have learned what it is like to construct a DCF model from the scratch and what details have to be considered when evaluating an energy sector company. It was essential to have strong quantitative skills, to pay close attention to details and to be able to meet the deadlines.

My studies at [redacted], particularly, my participation in [redacted] Investment Association have prepared me to be an excellent candidate for this program. As an analyst of the energy sector in [redacted] Investment Association and Economics major, I have learned about various ways to evaluate a company and understand the financial dynamics of an organization. Through my classes, I have learned about certain statistical procedures involved in the evaluating process such as regressions, distributions and its applicability in STATA program. Through the participation in the [redacted] Hedge Fund Club I have been taught the importance of collaborating in groups when working on a complex, multistage projects. The most important thing I learned is to remain open to learning new things and always communicate with colleagues if something is not clear.

Through my experiences and education, I believe I am a strong candidate for your company. I have attached my resume for more information. If you have any questions or would like to set up an interview, please feel free to contact me at [redacted] or by email, [redacted] Thank you for consideration.

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No INFO

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What deals?
What volumes?

What are the applications?
What problems have you solved?

Пример

BEFORE

Dear Hiring Manager:

While looking for potential jobs on [redacted] Career Network Website, I was attracted to the Investment Banking Analyst Intern position for XYZ Partners. I learned from the description on your website that your company acts as financial advisors to the small and mid-cap firms mainly in three sectors: energy, healthcare and industrials. I was eager to see that the Investment Banking Analyst position included working closely in a team with professionals and companies that involved in the energy sector because I have learned about this sector in particularly through my education as well as worked in this industry during my summer internship.

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AFTER

Dear Sir/Madam:

My name is XXXXX XXXXXX and I am senior at XXXXXXXX University with internship experience in venture capital and asset management. I believe that position of the Investment Banking Analyst at your firm will be a dream position for me after graduation and I consider myself to be a good fit for it.

I base my claim on the following achievements:

1. Last summer, I've interned at RCC Ventures, a 600 million venture capital firm that also acts as financial advisors to small and mid-cap firms in various industries. I worked on evaluation models, due diligence reports, financial proposals, and settlement agreements for 52 companies, including 13 in the energy sector. I've learned how to analyze a sundry of companies in different industries and stages by using different valuation techniques and further use this analysis to suggest optimal venture debt offering. Additionally, I have learned how to present my ideas to senior management of the firm and to more than 190 clients.
2. During my time at XXXXXXX University I've worked at XXXXXXXX Investment Association where I was in charge of analyzing and investing in the financial sector. XXXXXX fund with NAV of $7mm is managed by the students and performed with average Q-o-Q value of 3.2% over my 4 quarters there. While fund allocates about 20% to my sector I was eager to learn market mechanics, company valuations, and using different sources to collect valuable financial data.
3. In my studies at XXXXXX XXXXX I am focusing on corporate finance and capital markets with strong emphasis on the technical skills. Besides being proficient in classical financial tools I focus heavy on finance related statistical methods using STATA: I've analyzed market performance based on the buy/sell option orders for the given company.

My time in college was a best time in my life so far, but I feel that I have so much more to learn and grow both personally and professionally. Investment Banking Analyst position at your firm covering energy sector would be a tremendous personal growth and opportunity to make positive impact for the firm and firms' clients.
I will really appreciate the opportunity to present myself in person.

Пример

McKinsey&Co Business Analyst Intern Cover Letter

Greetings, I am [redacted] from [redacted]. I study in [redacted] State University, Economic Department. Recently I bumped into McKinsey career opportunity. I found out, that Business Analyst position fits my interest in consulting, which I have discovered through the business cases.

I really appreciate McKinsey vision and business. I am interested in business analysis. Moreover, my passion for self-development will come in handy for this intern position to drive my skills up after graduating.

University exams taught me to explore disciplines on my own. That's why your mentors won't waste time on instructing me about basic consulting rules. Coping well with information analysis gives me an ability to discover huge projects' details, to understand different clients and niches.

Also, I have nice skill in teamwork. For the last 7 months, I took part in 3 large case-championships with different teams. We reached grand finals in each of them. In our team, I took a leading role to create right workflows and also made the friendly atmosphere for teammates to feel comfortable.

I appreciate complex tasks, so the huge amount of economic sectors and issues don't scare me, but encourage. I don't have any advanced practice experience, but I have a strong will to grow my capacity inside your company. I will be really grateful if you give me a chance to become a part of your team and to do things that matter.

Best regards,
[redacted]

Пример

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Best regards,
[redacted]

No INFO

How is it tied to your experience?

What?

One step at a time.

Пример

BEFORE

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Best regards,
[redacted]

AFTER

McKinsey & Co Business Analyst Intern Cover Letter

Dear Sir/Madam,

My name is XXXXX XXXXXX and I am a senior student at the XXXXXX XXXXXX University with entrepreneurship experience and strong record of accomplishments in case championships. I believe that my combination of academic background, professional experience and desire to solve hardest problems makes me a strong candidate for the Business Analyst position at your firm.

I always thought that a good career starts with good education. Hence, I have always maintained my grades above 4.5 and secured the state scholarship after my first year. After that, I have realized that I need to educate myself more about problem-solving skills by attending case-championships and creating simple solutions for the most complex problems in the world.

In the last year, I have participated in **three** large case championships always taking a **top-5** spot with my team. These cases ranged from branding strategy for Unilever to promoting new smartphone applications for 2GIS. In these activities, I have self-assigned myself to do market analysis, financial modeling and strategy for the technical solutions.

I continued gaining relevant experience by participating in launching the new business in FMCG space where I raised 700k of capital, developed initial launch strategy, secured **44** contracts, and created brand identity. I had to wear many hats and solve problems that I knew no solutions for and had to develop them on my own. Subsequently, I was hired to be a part of the team launching a new **small-cap consulting** company where I am responsible for attracting first customers, building customers pipeline and creating operating workflows.

While I am proud of my achievements, I understand that my career is just starting, and, frankly, I cannot imagine a better place to grow that McKinsey. You firm solves the most complex problems in the world while attracting the best global talent – creating a perfect environment for someone like me to transform my limited knowledge and experience into the lifetime of changing the world for the better.

I am attaching my resume for your reference and I will be honored if I am given an opportunity to present myself in person.

Sincerely, XXXXX XXXXX


СПАСИБО