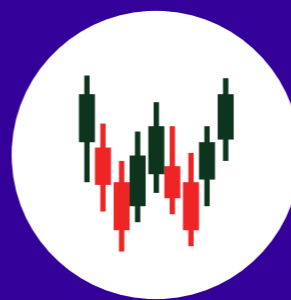


ALGORITHMIC TRADING SOCIETY
IMPERIAL COLLEGE LONDON



WOMEN IN TRADING
IMPERIAL COLLEGE

Writing a CV

A short primer

Structure

How many pages?

An exemplar

Swipe right 

JOHN DOE

(+44) 1234567890 | john.doe@email.com | linkedin.com/in/john.doe

EDUCATION

Imperial College London

Masters of Science in ABC (MABc): X.x Predicted/Obtained

Modules: Module 1 (Grade), Module 2 (Grade), Module 3 (Grade)

- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line
- Achievement 3 (Grade, if applicable) max. 1 line

Location, Country

Mon 20YY – Mon 20YY

Secondary School Name

Secondary School Education

A-levels: Subject 1 (Grade), Subject 2 (Grade), Subject 3 (Grade) etc.

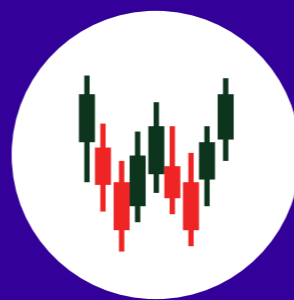
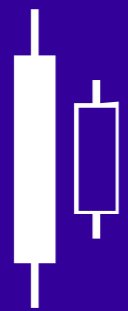
GCSEs: XX A*, XX A, XX B etc.

- Achievement (if applicable) max. 1 line
- Achievement (if applicable) max. 1 line

Location, Country

Mon 20YY – Mon 20YY

WORK EXPERIENCE



Let's discuss the basic point... what is a CV?

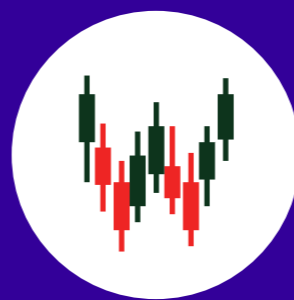
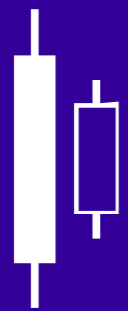
A CV (“curriculum vitae”) summarises your profile.

An employer will use your CV to make a judgment as to whether you are aligned with the job description for the position you are applying to, based on your past experience, accomplishments, education and skills that you have to offer.



Although it seems simple, many people we see at AlgoSoc and Women in Trading make basic errors, making it harder to get an interview.

Let's read the words of a big Investment Bank to see what they say on a CV...

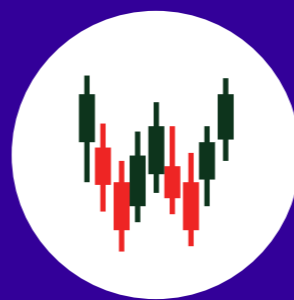
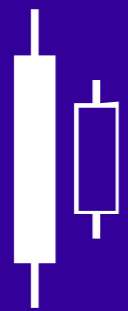


“Think (in an honest fashion) about what makes you stand out from the crowd. Don’t make errors in your CV as we will most likely reject you.”



A well-renowned Investment Bank at an event in Autumn 2024

So, let’s write one.



What are the main parts of a CV?

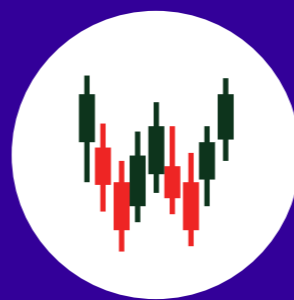
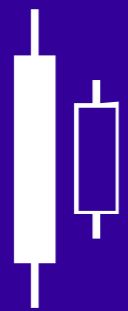
Each numbered point in the list refers to a specific section that you must include:

- 1** A header
- 2** Education
- 3** Work (Professional) Experience
- 4** Extracurricular Experience
- 5** Activities, Skills and Interests



Keep it to 1 page only! 2+ pages = rejection
Keep this standard order throughout.

Let's break down each section...



A header sets you up, but a summary drags you down.

1 A header

Keep this part extremely simple.

Put your name on the top, alongside your phone number, email and LinkedIn (plus-GitHub, if you have one.)

John Doe

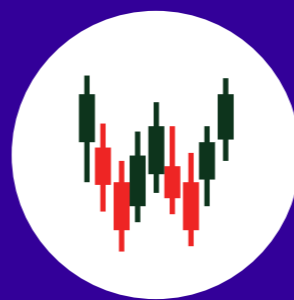
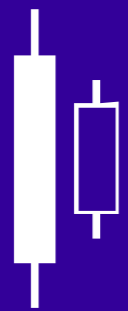
(+44) 1234567890 | john.doe@email.com | linkedin.com/john.doe



We recommend generating a custom LinkedIn URL and a smart-looking email.

It keeps your CV easy and clean compared to e.g. john.doe0577xxx@gmail.com or linkedin.com/in/johndoe-a3679373b

Before we move on to the second section, it's important to discuss the "Profile" section...



This is a common situation we are asked to resolve...

FAQ Do I include a “profile” in my CV?

NO!

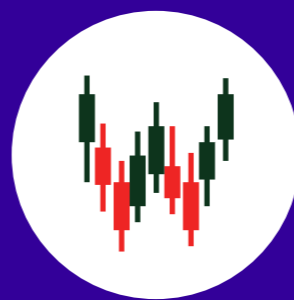
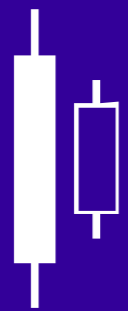
Simple as that.

Profiles are 3-4 lines that summarise your CV, often put at the start of the document.

In the US, profiles are (sometimes) encouraged as they were old-fashioned.
In the UK, they are actively discouraged!

Let's move on to the next section, covering your University and secondary school education...





Let's discuss the first big section... what you studied.

2 Education

Start with a nice big subheading.

Put in a horizontal divider to separate the section, followed by the following detail that you need to include for your University and then your school education:

Your University Name

Location, Country

Your Degree Name: Your grade

Start Month YYYY - End Month YYYY

Modules: Module 1 (Grade), Module 2 (Grade), Module 3 (Grade)

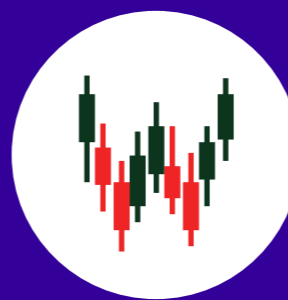
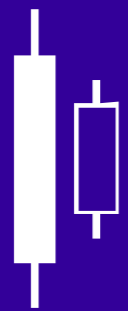


Put any achievements you feel are relevant:

- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line
- Achievement 3 (Grade, if applicable) max. 1 line

Keep it ideally to 1 line at a maximum!

Have a look at the next slide for a draft example for university and for secondary school education...



Here's an example on "Education"

EDUCATION

Imperial College London

London, United Kingdom

Masters of Science in ABC (MAbc): X.x Predicted

Month 20YY - Month 20YY

Modules: Module 1 (Grade), Module 2 (Grade), Module 3 (Grade)

- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line
- Achievement 3 (Grade, if applicable) max. 1 line

Secondary School Name

London, United Kingdom

Secondary School Education

Month 20YY - Month 20YY

A-levels: Subject 1 (Grade), Subject 2 (Grade), Subject 3 (Grade) etc.

GCSEs: XX A*, XX A, XX B etc.

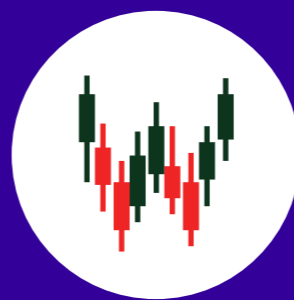
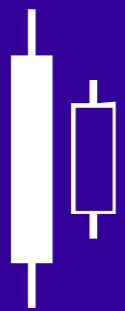
- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line



Take note of how well aligned all the subheadings and text are to the margins!

Attention to detail is key.

Let's now focus on the next big section: talking about your previous work ("professional") experience...



There are some vital traits to follow throughout...

3 Work (Professional) Experience

You must quantify what you have said.

Numbers give recruiters a sense of scale for the accomplishment, and by extension, the experience that you are discussing.



Here's an example below:

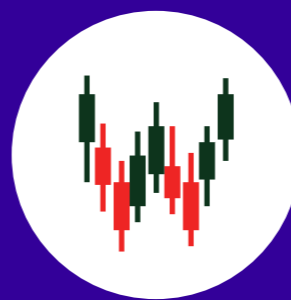
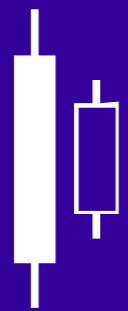
Raised £2,500 from 12 Private Equity sponsors (>£20bn AUM) to fund activities.

This bullet point is well written.

It discusses numbers for a sense of scale to the achievement.

The structure here is the same as in the education section.

Let's use what we know so far to put together a reasonable "Work Experience" section...



Here's an example on "Work Experience"

EDUCATION

Company

Location, Country

Role

Month 20XX - Present (if applicable)

- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line
- Achievement 3 (Grade, if applicable) max. 1 line

Company

Location, Country

Role

Month 20XX - Present (if applicable)

- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line
- Achievement 3 (Grade, if applicable) max. 1 line



Company

Location, Country

Role

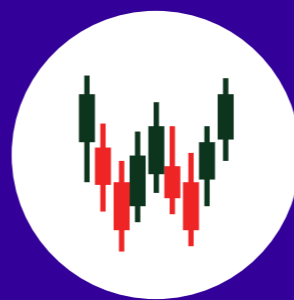
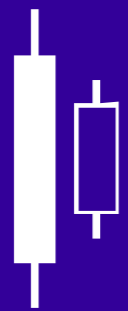
Month 20XX - Present (if applicable)

- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line
- Achievement 3 (Grade, if applicable) max. 1 line

ALL experiences must be in reverse chronological order, newest first!

We're nearly towards the end!

Let's look at any extracurriculars...



Let's make a mention on extracurriculars...

4 Extracurriculars

Do you do anything cool that's not related to academia?

Have you achieved anything of note that is worth talking about?

Is there anything you do for fun in your spare time that might be relevant?

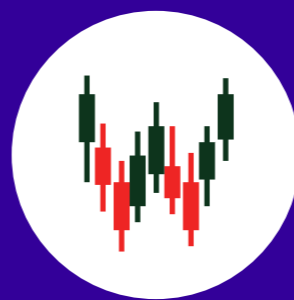
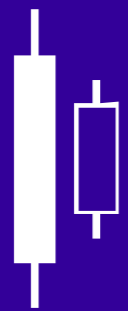


Maybe you play a sport, play an instrument or just have a regular hobby etc.

Maybe... you completed the AlgoCourse!

(Coming soon in October)

If you read our cover letter guide, you know it's the same advice! Check next for an example...



Here's an example on "Extracurricular Experience"...

EXTRACURRICULAR EXPERIENCE

Imperial College Algorithmic Trading Society

London, United Kingdom

Candidate: AlgoCourse

October 2025 - December 2025

Grade (XX%)

- Modules: Market Making, Derivatives, Programming, Machine Learning
- Topics: Momentum, Arbitrage, Portfolio Optimisation, PCA, Options

(Coming soon in October)

Doing extracurriculars is important.

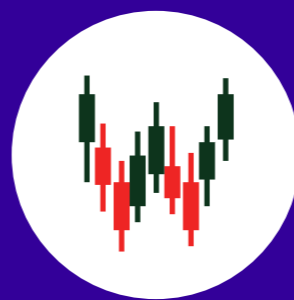
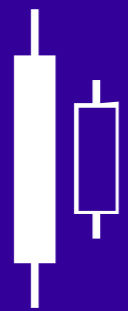
It shows that you've taken time outside of your own extracurricular studies to learn about the subject i.e. **motivation.**

We don't normally recommend projects.

This is because they are normally self-driven tasks, but if you have nothing to add, then include them for sure!

We're nearly here at the end so let's look at the footer of the CV: additional information...





The final section to wrap up the CV.

5 Activities, Skills and Interests

The point of this section is to show that you are human.

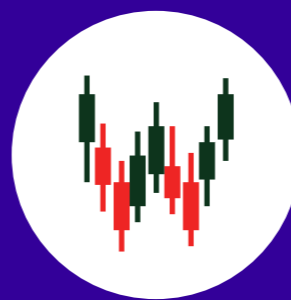
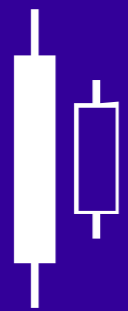
No one wants to work with an academic hardcore weapon, so having stuff you do that's fun and interesting is very important!

At the same time, you do need to make a mention of the tangible skills you have e.g. programming and languages (as banking is an international job so it's very useful), remembering to state how proficient you are!



**Remember again: keep your CV to 1 page!
2+ pages is an easy way to get rejected!**

A great description to summarise yourself in one paragraph.



Here's an example on "Activities, Skills & Interests"...

ADDITIONAL ACTIVITIES, SKILLS AND INTERESTS

Languages Language 1 (Proficiency), Language 2 (Proficiency) etc.

Skills Proficient in Skill 1, Skill 2, Skill 3 etc.

Interests Interest 1, max. 1 line
 Interest 2, max. 1 line
 Interest 3, max. 1 line

We recommend mentioning Microsoft Office as one of the key skills.

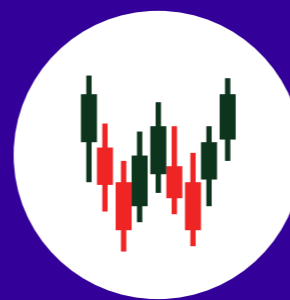
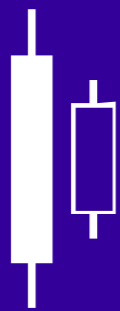
We (dare) say that more than 75% of all finance jobs require one of PowerPoint, Excel or Word.

So, it's important to mention somewhere in your CV!

Skills Strong proficiency in Microsoft PowerPoint, Excel and Word.

You can then choose to split skills over two lines to include other items e.g. programming (C++, Python etc.)





Here is the complete CV...

JOHN DOE

(+44) 1234567890 | john.doe@email.com | linkedin.com/in/john.doe

EDUCATION

Imperial College London

Masters of Science in ABC (MABC): X.x Predicted/Obtained

Modules: Module 1 (Grade), Module 2 (Grade), Module 3 (Grade)

- Achievement 1 (Grade, if applicable) max. 1 line
- Achievement 2 (Grade, if applicable) max. 1 line
- Achievement 3 (Grade, if applicable) max. 1 line

Location, Country

Mon 20YY – Mon 20YY

Secondary School Name

Secondary School Education

A-levels: Subject 1 (Grade), Subject 2 (Grade), Subject 3 (Grade) etc.

GCSEs: XX A*, XX A, XX B etc.

- Achievement (if applicable) max. 1 line
- Achievement (if applicable) max. 1 line

Location, Country

Mon 20YY – Mon 20YY

WORK EXPERIENCE

Company / Society

Role

- Achievement 1, max. 1 line
- Achievement 2, max. 1 line
- Achievement 3, max. 1 line

Location, Country

Mon 20YY – Present (if applicable)

Company / Society

Role

- Achievement 1, max. 1 line
- Achievement 2, max. 1 line
- Achievement 3, max. 1 line

Location, Country

Mon 20YY – Present (if applicable)

Company / Society

Role

- Achievement 1, max. 1 line
- Achievement 2, max. 1 line

Location, Country

Mon 20YY – Present (if applicable)

EXTRACURRICULAR EXPERIENCE

Imperial College Algorithmic Trading Society

Candidate: Securities Education Certificate

Grade (XX%)

- Modules: Market Making, Derivatives, Programming, Machine Learning
- Topics: Momentum, Arbitrage, Portfolio Optimisation, PCA, Options, Forwards, Futures, Swaps

Location, Country

October 2025 – December 2025

ACTIVITIES & INTERESTS

Languages

Language 1 (Proficiency), Language 2 (Proficiency) etc.

Skills

Strong proficiency in Microsoft PowerPoint, Excel and Word.

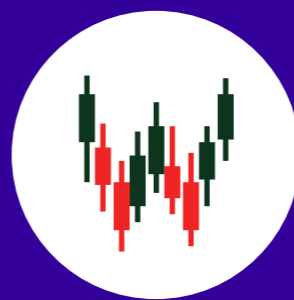
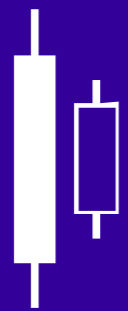
Proficient in Skill 1, Skill 2, Skill 3 etc.

Interests

Interest 1, max. 1 line

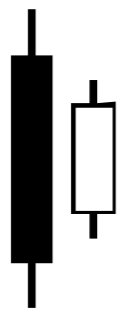
Interest 2, max. 1 line



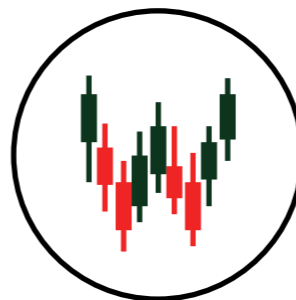


Here is some final advice on writing your own CV that you will find very useful...

- 1** Keep your CV to 1 page!
2+ pages is easy grounds for an instant rejection.
- 2** Do not bolden any text in bullet points!
It looks pretentious to a recruiter.
- 3** Keep everything short and consise.
It shows that you are able to be succinct.
- 4** Be specific.
Use numbers as much as you can to show scale.
- 5** Proofread at least twice!
Poor grammar and spelling will likely get you rejected!



ALGORITHMIC TRADING SOCIETY
IMPERIAL COLLEGE LONDON



WOMEN IN TRADING
IMPERIAL COLLEGE

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publication, written by our own
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algo.trade@imperial.ac.uk