

MFIN RESUME: REQUIREMENTS FOR MIT SLOAN RESUME DATABASE

MIT SLOAN SCHOOL
OF MANAGEMENT



REQUIREMENTS CHECKLIST

STUDENT NAME
(617) 555-1234 | username@sloan.mit.edu

EDUCATION

MIT SLOAN SCHOOL OF MANAGEMENT Cambridge, MA
Candidate for Master of Finance, February 20XX 20XX–Present
• Intended concentration in Financial Engineering
• Anticipated Courses: Financial Mathematics, Options and Futures Markets, Machine Learning, Finance Theory
• Clubs: Investment Management Club, Quantitative Finance Club, Leadership Club

SUN YAT-SEN UNIVERSITY Guangzhou, China
Bachelor of Science in Applied Mathematics 20XX–20XX
• Applied Mathematics GPA: 3.9/4.0; Outstanding Graduate (top 5%); Merit-based Scholarship Recipient for 3 years
• Coursework: Multivariate Calculus, Linear Algebra, Stochastic Processes, Numerical Analysis, ODE, PDE, Optimizations, Probability Theory (calculus-based), Mathematical Statistics, Data Mining and Analysis
• Awarded as Meritorious Winner in Mathematical Contest in Modeling
• University of California, Berkeley (Summer 2016): Macroeconomics

EXPERIENCE

P2P LENDING DEFAULT RISK Guangzhou, China
Independent Researcher Spring 20XX
• Awarded as Excellent Graduation Thesis by School of Mathematics (top 5%)
• Constructed model based on Logistics Regression to forecast borrowers' repayment delinquency probability; conducted model and realized visualization using R; achieved AUC of 0.703
• Quantified borrowers' credit status based on BP Neural Network; normalized data and back-tested model using Python
• Preprocessed 15GB data provided by paipaidai.com (leading P2P lending platform in China)

GF FUNDS MANAGEMENT CO., LTD. Guangzhou, China
Quantitative Investment Intern Fall 20XX
• Optimized O'Shaughnessy equity strategy by adding market value and P/B ratio to dividend yield; back-tested in Chinese stock market over 11 years using Python; achieved Sharpe ratio of 0.12
• Experimented ETF Sector Rotation strategy based on CAPM model and linear regression analysis using Cross-Sectional Absolute Deviation model and Herding Effect in behavioral economics; explained to fellows
• Collaborated with 5 fellows to design mutual fund Automatic Investment Plan (AIP) consisted of cash, fixed-income assets and equity assets based on evaluations about market volatility and volumes; plan adopted and launched

AXA CHINA REGION INSURANCE CO., LTD. Hong Kong
Assistant Financial Analyst & PTA Spring 20XX
• Conducted equity research using fundamental and technical analysis on Hong Kong stocks
• Analyzed financial statements including Balance Sheet, Income Statement and Statement of Cashflow of target companies
• Designed portfolios based on Markowitz portfolio theory using R; achieved Sharpe Ratio of 1.02

GUANGDONG BOND CAPITAL MANAGEMENT LTD. Guangzhou, China
Quantitative Research Analyst Intern Winter 20XX
• Implemented mean-reversion pair trading strategy in Chinese stock market using R; tested tradability using cointegration model and Augmented Dickey-Fuller test
• Utilized visualization techniques to transform candlestick charts from equal-time to equal-volume

ADDITIONAL INFORMATION

• Technical: C/C++, Python, MATLAB, R, VBA/Excel
• Languages: Mandarin (native), Cantonese (fluent)
• Leadership: Chaired Sports Department of Student Union, School of Mathematics (08/2014–6/2015); headed a 12-member group and awarded as "Outstanding Leader of the Academic Year"
• Interests: Ballet (Level 7 out of 8), Travelling (visited 5 counties), Piano, Swimming

To be included in the MIT Sloan Resume Database, your resume must meet 100% of the following four criteria:



1. Contact Information

- Include your name, a phone number, and your MIT Sloan or MIT email

2. MIT Sloan School & MFin Degree Names

- MIT Sloan school name written as: **MIT SLOAN SCHOOL OF MANAGEMENT**
- MFin degree with expected graduation written as: *Candidate for Master of Finance, Month Year*

3. Sections

- You are required to have 3 sections, in the following order and written exactly as: **EDUCATION, EXPERIENCE, ADDITIONAL INFORMATION**
- You may choose to have an optional 4th section, included above **ADDITIONAL INFORMATION** section, and written as either **RESEARCH EXPERIENCE** or **LEADERSHIP**

4. Formatting

- Experiences are listed in reverse chronological order within each section (e.g. MFin at the top of EDUCATION, most recent internship or work experience at the top of EXPERIENCE, etc.)
- Format: 1 page, Times New Roman 10pt, circle bullets
- Margins: 0.5" top and bottom, 0.65" left and right (to the eye)

1. CONTACT INFORMATION



REQUIREMENTS

- Your first and last name, all in bolded capital letters
- U.S. phone number
- MIT Sloan or MIT email address

ADDITIONAL GUIDELINES

- Include a preferred nickname in parentheses, if applicable
- Your customized LinkedIn URL can be included
- Pronouns can be included under your name
- If recruiting internationally, include a second local phone #
- City and state are optional, do not include your full address
- Remove the hyperlink from your email address



EXAMPLE

FIRST (NICKNAME) LAST
(XXX) XXX-XXXX | student.email@mit.edu

2. MIT SLOAN SCHOOL NAME & MFIN DEGREE NAME



EXAMPLES

18-month format

MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for Master of Finance, February 20XX Cambridge, MA
20XX-Present

12-month format

MIT SLOAN SCHOOL OF MANAGEMENT Cambridge, MA
Candidate for Master of Finance, May 20XX 20XX-Present
- Or -
MIT SLOAN SCHOOL OF MANAGEMENT Cambridge, MA
Candidate for Master of Finance, June 20XX 20XX-Present

Note: The graduation date for 12-month students occurs in either May or June depending on the calendar each year. Use the correct month for your class year. Ask your career advisor if you are unsure.

REQUIREMENTS

- Represent school name and program **EXACTLY** as specified:
MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for Master of Finance, Month Year
- Do not abbreviate the graduation month. It should be spelled out in full. (e.g. "February", not "Feb")
- Dates for your MFin degree are: **20XX–Present**
- Location for MIT Sloan is: **Cambridge, MA**
- Include all educational institutions from which you received a degree (e.g., undergraduate degree, other degrees, if you were a transfer student)
- List education in reverse chronological order (most recent at the top); include location and dates attended

3. SECTIONS



REQUIREMENTS

- Include 3 required sections, in order: **EDUCATION**, **EXPERIENCE**, **ADDITIONAL INFORMATION**
- CAPITALIZE and **bold** section names
- You may choose to include one optional 4th section – either **RESEARCH EXPERIENCE** or **LEADERSHIP** – which would be listed above **ADDITIONAL INFORMATION**

ADDITIONAL GUIDELINES

- You may choose to include a **RESEARCH EXPERIENCE** section. This may be applicable if you have significant research experience or demonstrated technical skills in academic projects that are relevant to your career goals.
- OR -
- You may choose to include a **LEADERSHIP** section. This may be applicable if you have significant and recent leadership experience that would be valued by a future employer. Leadership experiences while at MFin should be listed under **EDUCATION**.

4. FORMAT



REQUIREMENTS

- 1 page (maximum length)
- Times New Roman font, 10 pt.
- Circle bullets
- Margins: 0.5” top and bottom; 0.65” left and right (to the eye)
- Do not use sub-bullets
- Do not change the font or margins that the template generates to fit more information
- Contact information at top (in consistent font size 10 pt.)
- Order of sections: EDUCATION, EXPERIENCE, ADDITIONAL INFORMATION
- Capitalize and bold all School and Employer names

ADDITIONAL GUIDELINES

- List U.S. locations by City, State (Cambridge, MA). List all other locations by City, Country (Montreal, Canada)
- Dates are generally listed as years (20XX – 20YY) for degrees and full-time work experiences
- Use abbreviated months (Jun – Aug 20XX) or season (Summer 20XX) for dates of internships
- Write out numbers from zero to ten
- Translate currency amounts to U.S. dollars and use “\$” preceding the number. Use “K” for thousands, “M” for millions, and “B” for billions. You may write rounded numbers without using the “~” symbol.
- We recommend that you do not use periods at end of bullets
- Be consistent in your formatting choices

RESUME TEMPLATE

FIRST NAME (PREFERRED NAME) LAST NAME
(XXX) XXX-XXXX | email.address@mit.edu

EDUCATION

MIT SLOAN SCHOOL OF MANAGEMENT Cambridge, MA
Candidate for Master of Finance, February 20XX 20XX-Present

- Bullet
- Bullet
- Bullet
- Bullet

UNDERGRAD UNIVERSITY

Degree Name Location
Year started-year graduated

- Bullet
- Bullet
- Bullet
- Bullet

EXPERIENCE

COMPANY Location
Company description if company is not easily recognized (optional) Date Range

Role/ Title of Position

- Bullet
- Bullet
- Bullet
- Bullet

COMPANY

Role/ Title of Position Location
Date Range

- Bullet
- Bullet
- Bullet
- Bullet

COMPANY

Role/ Title of Position Location
Date Range

- Bullet
- Bullet
- Bullet
- Bullet

RESEARCH EXPERIENCE OR LEADERSHIP

- Bullet
- Bullet
- Bullet

ADDITIONAL INFORMATION

- Bullet
- Bullet
- Bullet
- Bullet

