



# RESUMES & LINKED IN

Presented by Office of Career  
Management MFinA Program

# AGENDA

Resumes and Linked In

Sample resumes and cover letters

Job Titles and Industry overview

Using Library databases

International students specific resources

Resources for students job searching in China

# RESUME STRATEGIES

Look at job postings to match your resume content to the type of position you want

Highlight honors and awards; add academic projects if lacking experience

Select only the **MOST RELEVANT** experience to highlight

Include **LEADERSHIP** experience from your undergraduate degrees

Remove photos or personal information

Don't list responsibilities, think about **ACCOMPLISHMENTS**- pg. 13

Format must be consistent, font type and size, **WHY?** Attention to **DETAIL**

**MUST KEEP RESUME TO ONE-PAGE LENGTH!!**

Take a look at this MFinA sample resume, and look at other samples- pg. 16-20

# LINKED IN STRATEGIES

Use a professional photo

Search for Rutgers Alumni at companies you are interested in

Do not connect to someone until you are ready to talk about your career goals

Start early and by connecting to your classmates, teachers and advisors at RU

Attend information sessions and other events, meet people in person, then add those people to Linked In

Join the RU Alumni Group on Linked In <https://www.linkedin.com/groups/37533>

Follow your dream companies on LinkedIn and Facebook

# JOB TITLES AND INDUSTRY OVERVIEW

**Vault Guides:** Find industry specific information and lists of top employers [here](#).

Guide to Actuarial Careers

Guide to Hedge Funds

Guide to Investment Banking

Guide to Investment Management

Guide to Private Equity

Guide to Private Wealth Management

Guide to Sales and Trading

# USING LIBRARY DATABASES

<http://libguides.rutgers.edu/c.php?g=336182&p=2265233>

<http://libguides.rutgers.edu/c.php?g=336402&p=2265713>

<http://libguides.rutgers.edu/c.php?g=336402&p=2265717>

## WHY?

Prepare for interviews, learn about skills needed for positions, understand the employer and the industry before you start networking and applying!

# INTERNATIONAL STUDENTS SPECIFIC RESOURCES

**International Hiring Assistance Program:** <http://www.smimmigrationlaw.com/>

**Vault Guides:** Find industry specific information and lists of top employers [here](#).

International Careers

Investment Banking: Asia Pacific Edition

Top Asia Pacific Employers

Top Banking Employers: Asia Pacific Edition

Going Global: Find global career information including work authorization and H-1 sponsorship [here](#).

Ibtimes.com – International Business Times

# INTERNATIONAL HIRING ASSISTANCE PROGRAM

<http://www.smimmigrationlaw.com/>

Immigration law is FEDERAL Law. An immigration lawyer in one state can represent people in ANY of the 50 states:

[https://www.youtube.com/watch?v=iSztp\\_FWCjQ](https://www.youtube.com/watch?v=iSztp_FWCjQ)

## PART 1: BROAD-BASED INFORMATION, BEYOND THE H-1B

On Campus Presentation -- this slide summarizes the logic that should be the foundation upon which you base your job search:

<https://drive.google.com/file/d/0B3qXqMfRsVCbNXN5c1dBMVo3ek0/view?usp=sharing>

## POWERPOINT FROM THE ON-CAMPUS PRESENTATION

<https://drive.google.com/file/d/0B3qXqMfRsVCbYXVBNXIYNEhnTXM/view?usp=drivesdk>



# JOB SEARCHING IN CHINA OR OTHER COUNTRIES

1. Chinese Resume – General Writing Tips
2. Chinese Resume – Template
3. Chinese Resume – Sample
4. Frequently Used Recruitment Websites in China
5. 2017 Campus Recruitment Resources

# QUESTIONS?

