Curriculum Vitae

NAME SURNAME CA, CFA, MBA, etc etc

Current location: CITY, South Africa

Email: use your personal email address

(c) +27…………

South African citizen/passport holder/visa

D.O.B. DD/MM/YYYY

Married, 2 dependants (optional)

**Personal Statement**

This is three or four sentences on who you are, what you can do, and what you can offer.

*Example….I am a CA, CFA qualified Equity Analyst with 6 years’ experience covering industrial stocks. I am highly proficient in valuations, building models, and pitching investment ideas in accordance with a growth/value investment philosophy. I enjoy analytical work, as well as building strong relationships with clients in the investment and finance industry.*

**Key Skills**

* Global equities fund management
* Bloomberg
* Smart/ alternative beta index production and equity screening
* Data analysis, visualisation, quant research
* Expert in Python, R, VBA
* Risk management
* Tactical asset allocation, including multi-asset strategies
* Advanced Excel including Visual Basic
* Networking and relationship building
* Resourceful and highly financially literate
* Excellent presentation skills and written/spoken English

**Work Experience**

Apr 2016 – Current Company Name - City

*JOB TITLE*

COMPANY is a leading asset manager with RxBillion AUM. We manage investments from retail and institutional clients, and have been in business for Y years.

* 3-4 bullet points maximum stating what *you* do, which teams, an idea of performance, and any other interesting functions (eg radio work, growing a new division, opening new offices, managing teams,)

*Repeat your work experience for last 10-20 years. Anything before that, simply state ‘earlier career details available on request’.*

**Academics**

**University of ABC, South Africa (2003 – 2007)**

*List name of qualification and date. Add in anything about excellent academic results (eg Golden Key, Top 5%, class medal, etc).*

DO NOT INCLUDE A LIST OF EVERY SUBJECT YOU WROTE!

**SCHOOL NAME, City, South Africa, YEAR of matriculation**

*Exam results:* ‘A’ aggregate overall on higher grade across 6 subjects; IEB Curriculum.

2-3 interests. Example: Regular golfer off 10 handicap. Avid reader of numerous investment books (name them)

*Excellent references available on request.*

DOUBLE CHECK! If you’re over 2 pages, then you’ve written too much.