

Start
Building
Your Image
On Your
Resume



The Headline

John Doe
████████ Drive, ████████, NJ ████████
(111) 222-3333 | johndoe@gmail.com | <https://www.linkedin.com/in/johndoe>

15+ Year ████████ Finance Banker | 5 Year Cumulative P&L: \$35 Million

- The tagline (in red outline) starts your brand building and captures whatever is your greatest recent accomplishment or cumulative accomplishments
- It is bold but not in all caps, since all caps means you are SCREAMING
- It should be between 5-10 words (stay on one line) and clearly state your target position and biggest wins (could include noted awards, designations like CFA, etc.)
- If you applying for a job online, the tagline should be the exact target job title to which you are applying
- If you are not applying online then you have more freedom to get creative

The Summary Bullets

John Doe
██████████ Drive, ██████████, NJ ██████████
(111) 222-3333 | [johndoe@gmail.com](mailto: johndoe@gmail.com) | <https://www.linkedin.com/in/johndoe>

15+ Year ██████████ Finance Banker | 5 Year Cumulative P&L: \$35 Million

- Seasoned ██████████ finance transaction banker who has led ██████████ finance departments, run ██████████ sales/trading groups, and managed key services for ██████████
- Executed as senior manager \$5+ billion in ██████████ and ██████████ financings for clients in the healthcare, TMT, and chemicals verticals with largest transaction contributing to over \$10 million in revenue
- Led 25-member finance staff at ██████████ Corporation for executing lending programs including ██████████, ██████████ Business, Bond Financing, ██████████, and ██████████

- The 1st bullet shows an overview of your background with an emphasis on the first 5 words to capture what type of professional you are
- The 2nd bullet shows your hard skills and should reflect some metrics of success - \$ earned, \$ saved, hours saved, # of successful FHLB audits, etc.
- The 3rd bullet shows additional hard and some soft skills to round you out

A 1-page resume typically has 2 bullets vs. 3 above