

Analyst

Role clarity & evidence

Show the quality of your analysis and the care behind your work.

01 CLARIFY THE ROLE

- Financial analysis and model support
- Research and presentation preparation
- Transaction coordination and attention to detail

02 MAKE YOUR EVIDENCE SPECIFIC

- Explain the analysis you personally completed, the assumptions you checked, and who used the output.
- Separate coursework, internships, and full-time experience. Name only tools you can discuss confidently.
- Describe how you checked accuracy and responded to feedback.

03 A FICTIONAL EXAMPLE - NOT A CLAIM

Prepared debt-service comparison schedules for a financing presentation; reconciled source data and documented assumptions for senior review.

Use the structure, not the experience. Write what **you** did, the scope of the work, and the result you can substantiate. Do not invent numbers.

Educational guidance, not current vacancies or a universal career ladder. Titles and responsibilities vary by firm. Examples are fictional, not actual candidates or ESP placements.

Build a clearer resume

Analyst / Preparation checklist

01 USE THIS GUIDE IN THREE PASSES

Gather: list two or three assignments you can discuss safely.

Draft: match each assignment to your role and personal contribution.

Check: verify facts, confidentiality and readability before sharing.

02 ORGANIZE YOUR RESUME

- Contact & profile: name, city, professional email, phone and a relevant profile link.
- Summary: state your function, market experience and relevant strengths in a few lines.
- Experience: employer, role and dates; then evidence of your own contribution, newest first.
- Selected work: add a separate, permission-safe transaction summary if appropriate.
- Education & skills: list tools and accurate current credentials you can explain.

03 QUESTIONS FOR THE NEXT CONVERSATION

- How is analytical work reviewed?
- What training and transaction exposure does the team provide?
- What would a strong first six months look like?

04 BEFORE YOU SHARE

Confirm names, dates, job titles and any figures. Remove restricted client information, unnecessary personal identifiers and references' private contact details. Do not share employer-confidential materials. Verify role-specific licensing requirements with the employer.

Save a readable PDF, reopen it, and check every page. This guide is a starting point for discussion, not a substitute for the actual role brief.