

Managing Director

Role clarity & evidence

Show the mandate you can lead and the platform it requires.

01 CLARIFY THE ROLE

- Business and relationship development
- Strategic direction and leadership
- Team, sector, or geographic responsibility

02 MAKE YOUR EVIDENCE SPECIFIC

- Separate personal contribution from firm-wide results, and state the period and basis for any figures.
- Describe leadership scope and the resources that supported your work.
- Discuss relationships carefully; never assume they are transferable or disclose restricted pipeline information.

03 A FICTIONAL EXAMPLE - NOT A CLAIM

Led a sector-focused public-finance team, set coverage priorities, and coordinated senior client engagement with execution and credit resources.

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

Managing Director / 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

- What is the growth mandate?
- What balance-sheet, execution, and leadership support is available?
- How are economics, attribution, and team responsibilities defined?

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.