

Vice President

Role clarity & evidence

Connect execution judgment with client and team responsibilities.

01 CLARIFY THE ROLE

- Transaction leadership
- Client communication and relationship development
- Supervision, coordination, and quality control

02 MAKE YOUR EVIDENCE SPECIFIC

- Distinguish leading execution from originating a mandate.
- Describe your role in resolving a transaction challenge and the result you can substantiate.
- Explain the sector and geographic context of your experience without disclosing restricted client information.

03 A FICTIONAL EXAMPLE - NOT A CLAIM

Led the execution workstream for a municipal financing, coordinated internal and external participants, and translated financing alternatives into a clear client discussion.

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

Vice President / 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 are origination and execution weighted?
- What resources support the role?
- Who owns the client relationship and how is credit allocated?

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.