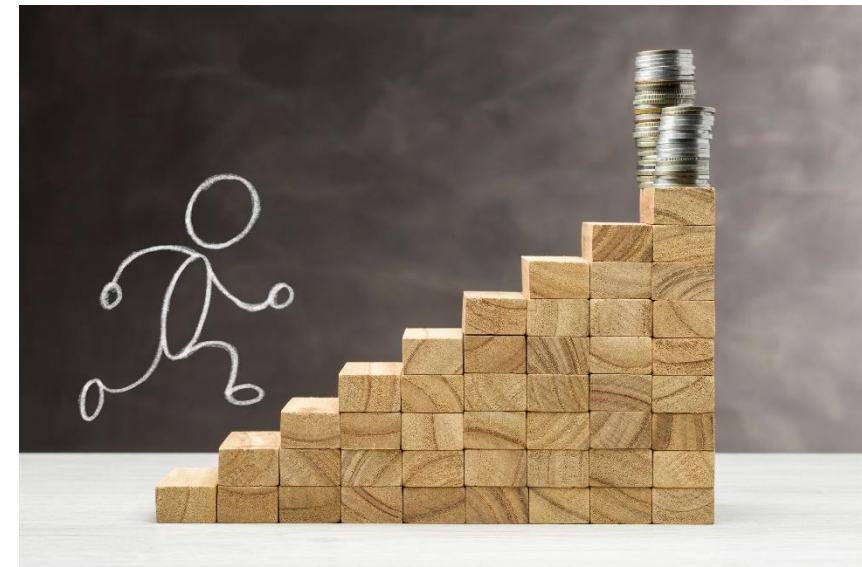




# The Private Equity Resume: Tactics, Tips, and Templates

How Many Bullet Points Would You Like  
with That M&A Deal?



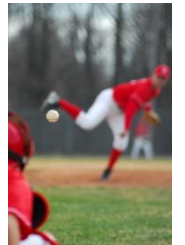
Get the Templates at the Link Below:

<https://www.mergersandinquisitions.com/private-equity-resume/>

This tutorial is a video version of that article, and we point out a few things on the resume templates that are difficult to illustrate in text.

# Why PE Resumes? Isn't This an Old Topic?

- **Yes,** but the PE recruiting process has changed and become super-accelerated, similar to IB recruiting
- **Example:** At the bulge bracket and elite boutique banks, the on-cycle process might start *a month* or even *weeks* after you've started working full-time
- **Result:** You're going to have to spin *heavily* to turn pitches, potential deals, and ongoing projects into "real deals"
- **And:** If you cannot come up with anything at all, you'll just have to wait for more deal experience and recruit in a later cycle



# The Main Points That Apply to All PE Resumes

- **1 Page Only with 3 Main Sections** – Professional Experience on top, then Education, and then Skills & Interests
- **Work Experience Should Be Most of Your Resume** – ~80% of the total, with your current IB/consulting/other role occupying ~50%
- **Font Face, Size, and Margins** – 0.75” margins on each side, size 10-12 font, and Times New Roman, Arial, Calibri, Georgia, etc.
- **Summary Bullet, Then Deals/Clients/Engagements** – Sum up your deals and daily tasks, performance indicators (if any), and then select 2-3 deals/clients/projects to write about

# Resume for Investment Banking Candidates

- **Why It Matters:** Your resume is mostly *irrelevant* for the on-cycle process at large banks, at least in winning interviews...
- **But:** It's still important because it forces you to list specific deals, and then you'll discuss those deals in interviews
- **So:** "Writing your resume" really means, "Selecting your deal experience and practicing discussions of it"
- **Ideal:** 2-3 deals; one deal looks a bit awkward, and if you list 4, 5, or 10 deals, you will *not* remember everything



# Finding “Deal Experience”

- **Picking Priority:** Closed or announced deals; canceled or ongoing deals; “client service” engagements; pitches for “potential deals”; and deals from your previous internship(s)
- **Trick:** Especially if you interned at your current bank and then accepted a full-time offer there, you can combine the internship and full-time role into one entry
- **Too Many Deals:** Then prioritize by size (bigger is better, all else being equal) and your individual contributions to the deal process



# Writing About Deal Experience

- **First:** Review the deliverables from your “deals,” including models, presentations, emails, buyer/seller logs, etc., and note the key points:
- **Transaction Rationale:** Why did the buyer/seller want to do the deal or raise capital? What were the approximate financial metrics?
- **Key Challenges:** Price? Financing? Specific investor objection?
- **Your Contributions:** How did you move the deal forward?
- **Your Opinion of the Deal:** Would you have done it? Why / why not?



# Writing About Deal Experience

- You'll then write about those points, except for the last one on your opinion of the deal, on your resume; other tips:
- *Italicize* each **deal's name**, with the deal type and approximate amount (round numbers for easier math)
- Use **company descriptions**, not real company names
- Use **lingo and buzzwords** like EBITDA, Enterprise Value, DCF, etc.
- Use **2-3 bullets for each deal** in the Specifics; Results format





# One Final Word of Caution

- Do **NOT** be too aggressive with claims of your “results” or “contributions”
- It’s fine to **spin** pitches into “potential deals,” since there is some truth to that – some pitches do become deals
- **BUT** if you say that you “negotiated” or “increased the purchase price,” or something similar, you will get **A LOT** of questions on it
- Stick to more **modest contributions**, like finding mistakes in the company’s financials, suggesting new buyers, or finding information that addressed a concern of one buyer or investor



# PE Resume for Other Roles... and Consulting

- **Any deal-based role** (smaller bank, corporate development, mezzanine, other PE firm, real estate, etc.) will be similar – but you should, in theory, have more real deal experience to write about
- **Consulting** is tricky because most client engagements tend to focus on operations, not deals or finance
- **Strategy #1:** Spin operational projects by linking them to financial metrics or to the company's share price, investor reactions, etc.
- **Strategy #2:** Pick projects with direct relevancy, like market sizing in due diligence, M&A integration, expansions or add-ons, etc.



# Other Points

- **Outside Consulting or Deal-Based Roles:** You don't have a good shot at private equity roles – see the M&I articles on PE for more
- **Undergrads and Recent Grads:** Use our [university student IB resume template](#) instead, as it's virtually the same
- **More Experienced:** Devote less and less space to non-PE roles once you've been in the industry for a while; after a few years, you may start to need a separate page for Transactions ([example](#))

# Recap and Summary

- **PE Resumes** are all about deals, deals, and more deals... well, 2-3 deals, to be more specific
- **Key Challenge:** Spinning pitches/random projects into sounding like deals, going back to your internship(s) if necessary
- **Sub-Bullets:** 2-3 for each deal in Specifics; Results format
- **Consulting:** Spin operational engagements into sounding financial
- **Finally:** Don't be *too* aggressive with your "results" claims

