

ON THE RIGHT PATH

Need some career guidance? Find out what the professionals have to say

“How can I write a CV and covering letter that really stand out?”



First impressions count and your curriculum vitae (CV) and covering letter will give that crucial first impression to any potential employer. With the treasury job market more competitive than ever, it is essential that these documents help you to stand out from other candidates.

Your CV is a summary of your career. It should highlight your experience and specific skills, but it should also be concise and easy to read, and leave your prospective employer eager to find out more at the interview. The view that your CV should fit onto two sides of A4 paper is not a bad starting point, but don't be afraid to add an extra page should your level of experience require this.

If you are in the early stages of your career, you should not have a problem with including the responsibilities and achievements for each of your previous roles. If, however, you are further down your career path, it is better for your CV to focus on your most recent or relevant experience. Anything less relevant from earlier

in your career only requires a brief overview, even just a company name and job title.

Professional and academic qualifications, languages, system skills and even home location can be important to a prospective employer, so make sure you highlight this information.

Professional qualifications relating to accountancy and treasury are particularly important. The AMCT and MCT diplomas are fast becoming prerequisites for management-level treasury roles, and the CertITM and CertICM are also highly desirable certificates in their own right, so make sure you include any progress you have made with these, even if you are only part-qualified. Any first-time passes, strong academic achievements and languages in which you are proficient should also be highlighted.

Your covering letter should complement your CV and be tailored to the specific role you are applying for. Again, don't be too detailed, but try to highlight the experience in your CV that relates directly to the requirements of the job, as well as summarising why you are interested in the role. ➤



Guy Middleton is manager, treasury at Goodman Masson



Corporate Funding Director, London

£150,000+ basic salary + benefits

Ref: 61024

This expanding multinational organisation is looking for a corporate funding expert to join its senior management team. You will be responsible for overseeing the overall structure and strategy of the company's debt financing activities, including syndication loan, DCM instruments, bi-lateral facilities and supply chain financing. Extensive experience gained within the capital markets divisions of an investment bank, or within a corporate environment focusing on funding a global business will be essential.

E: joe.rudkin@goodmanmasson.com **T:** 020 7019 8816

Treasury Manager, London

£60,000 - £70,000 + benefits

Ref: 60685

An opportunity has arisen for an experienced treasury professional to take on a key role within this FTSE250 company. The purpose of the role is to support the Group Treasurer in setting and adhering to Treasury policy in areas including funding, cash management, transactional banking, foreign exchange and commodity price risk management. Ideally a qualified accountant and treasurer, you will have experience of both operational treasury management and process improvement.

E: guy.middleton@goodmanmasson.com **T:** 020 7324 0501

Liquidity Manager, London

£100,000+ basic salary + benefits

Ref: 60765

A vital role within this global banking business, you will be responsible for the development and implementation of the liquidity management framework in relation to the bank's fixed income business, including unencumbered securities, repo / securities lending, ABCP conduits and other SPVs. This is a standalone role that involves constant exploration of liquidity risk management issues within the business, and will involve liaison with front office business and other risk management areas.

E: guy.middleton@goodmanmasson.com **T:** 020 7324 0501

Corporate Treasury Assistant Manager / Manager, London

£45,000 - £65,000 + benefits

Ref: 60177

This leading professional services firm is now looking to expand its treasury consulting team. Proven experience and knowledge gained within a corporate treasury environment is essential, as you will have responsibility for delivering treasury review, change and improvement projects. This will involve exposure to a full range of treasury activity including organisation, banking and cash management, risk management, systems, technology and reporting services within some of the world's leading corporations.

E: guy.middleton@goodmanmasson.com **T:** 020 7324 0501