

London Banking Circuit

Application Guidelines

You have decided to apply – congratulations, this is the right decision! Please read the following guidelines carefully to maximize your chance of participation.

The application process:

Apply	Submit the required documents (see below) at the link provided on the website or here . Click on 'I'm interested' and build your profile on the 'SmartRecruit' platform.
Feedback	Submit by the Early Bird deadline May 18, 2020 and receive personal feedback by email to double your chances of getting selected by the banks. *
Final deadline	Reply to our email with your final (improved) application before the final application deadline: July 20, 2020 .

*Note that applications received after the Early Bird deadline of May 18 will directly be considered as final.

The documents:

1. Cover Letter

- One cover letter for all the banks together suffices
- Address this letter to the banks, not to the London Banking Circuit
- Do not forget to mention in your cover letter whether your main interest is in Investment Banking or Sales & Trading

2. Resume

- Keep it concise (preferably 1 page, maximum 2 pages) and clear. A suggested (**not** compulsory) layout to use is the Mergers & Inquisitions resume template that you can find here: <http://www.mergersandinquisitions.com/investment-banking-resumes/>

3. Grade Transcripts

- We need an official university transcript of the grades of all your courses, not just a diploma that states your average
- Include your grades for all years at university *Please note that all documents should be in English.*

Important:

- **Merge** these documents into **one PDF-file** in the above order. You can use one of plenty free PDF mergers that can be found on the web, such as <http://smallpdf.com/merge-pdf>
- **Name** your PDF as follows: YourLastName_YourFirstName.pdf
- **Upload** this PDF to your SmartRecruit profile before the final deadline **July 20, 2020**

Best of luck!

The London Banking Circuit team

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