

# 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 <a href="#">here</a> . Click on 'I'm interested' and build your profile on the 'SmartRecruit' platform.
Feedback	Submit by the Early Bird deadline <b>May 18, 2022</b> 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: <b>July 18, 2022</b> .

\*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, 2022**

Best of luck!

The London Banking Circuit team

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