

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 apply@londonbankingcircuit.be
Feedback	Submit by May 26 and receive personal feedback to heighten your chances of getting selected by the banks
Final Application	Submit your final (improved) application before the final application deadline: July 26

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
- Send** this PDF to apply@londonbankingcircuit.be before July 26

Best of luck!

The London Banking Circuit team
contact@londonbankingcircuit.be