



Rockwood Energy Search LLC

P.O.Box 637 Spring Lake, NJ 07762 | 732 681.2811 TEL | 732 782.0203 FAX | info@rockwoodsearch.com

Resume Writing Tips

You can spend a day at the nearest Borders or Barnes & Nobles cruising through the dozens of books written on the perfect resume. However, you can get much of the same advice free from the internet. See the resources shown below.

Note that we don't believe in professional resume writing. Most candidates we know have found it unhelpful, or not worth the price. So, go to the sites listed for the resume writing tips only. We also take no responsibility for the editorial content found there.

Our view of a resume is that it's:

- A selling document, presenting you in an honest but favorable light for a specific job
- A description of your achievements and work experience
- One way to get information about yourself into the hands of a potential employers.

However, making it the central part of your job search is dangerous. It keeps you from focusing on networking, collecting good information about potential employers and which executive or executive search consultant can be the most helpful.

Using it to guide your interview is a big mistake, since it allows you and the potential employer to focus on your work history, not on the major items that allow you to excel in the job being discussed.

A well-done resume highlights your achievements that relate to the job at hand, but *does no harm*, e.g., highlights the fact that you can't spell, or the only reason you want a particular job is that it's convenient to your major sports activity—skiing.

In many ways, the less said the better. This gives more emphasis to things that are relevant, and little opportunity for the interviewer to find fault.

We have included a generally decent resume later in this document for your review.

Internet Resources:

<http://www.damngood.com/jobseekers/tips.html>

<http://www.rockportinstitute.com/resumes.html>

<http://www.montana.edu/careers/students/tips.htm>

<http://www1.umn.edu/ohr/careerdev/resources/resume/>

John P. Sample

1233 Maple Street
The Woodlands, TX 00000

Cell: (281) XXX-XXXX, Bus: (713-666-1234

Email: jpsample1999@hotmail.com

PROFILE

- Broad experience in both financial and physical markets for natural gas and power.
- Have first-rate foundation in financial engineering
- Proven track record of generating deal flow & achieving high level of profits in a consistent fashion.
- Enjoy key relationships with a wide variety of wholesale, industrial and commercial customers.

PROFESSIONAL EXPERIENCE

XXX

June 1997 – Present

Leading player in energy commodities (Power and Natural Gas) in the US, Mexico and European markets

Vice President, Wholesale/C&I Marketing-NE.

Founded team with an aim of targeting Wholesale clients, large Industrial & Commercial customers in the Fortune 500 Group, Independent Power Producers, Utilities, E&P companies, Municipalities, and similar other entities by offering customized energy solutions and risk management products.

Accomplishments:

- Winner of XXX President's Award for exceptional performance & contribution toward XXX's bottom line profitability.
- On a personal level, generated EBT in excess of \$3 million in each of the last three years.
- Developed and currently enjoy **Key** relationships with a variety of Wholesale, Industrial & Commercial clients across various industries, generating substantial business in a consistent manner year after year.
- Carefully researched & identified market opportunities and successfully executed business strategy in a highly volatile & uncertain market environment.
- Recruited, trained and currently manage a sophisticated team of 10 people.

XXX

March 2000 – May 2001

One of the largest producer of power in xxx and a dominant player in the US and Australian energy markets

Director, Commodity Structuring Group

Joined xxx with a mandate to form Commodity Structuring Group to launch derivatives Trading & Origination businesses. Played a key role in supporting regional Trading Desks and Origination Teams in various regional markets. Played a lead role in analyzing, structuring and pricing derivative instruments and financial products for the wholesale commodity business.

Accomplishments:

- Recruited, trained & lead a seven member group to start Structured Transactions Group
- Developed analytics, models & key financial apparatus to trade power derivatives e.g. volatility and correlation curves, financial models, and 1st and 2nd generation of financial products
- Executed several long term complex transactions involving:
 - Cross Commodity Derivatives
 - Spread Options
 - Swaptions, swing options and other exotic instruments

**Dxxx
2000**

April 1998 – March

A major energy company active in Power and Natural Gas markets in the US.

Team Leader, Weather Derivatives Group

December 1999 – March 2000

Initiated Weather Derivatives Group with emphasis on providing volumetric hedging and risk management solutions. Created and analyzed data basis, correlation tables and volatility curves for several regions. Developed models to analyze and value Weather Derivative Transactions.

Manager, Financial Products Group

April 1998 – November 1999

Leadership role in trading and structuring deals in the US and Canadian markets. Main focus included offering innovative risk management and tailored financial products to clients.

Accomplishments:

- Generated profits of \$5 million via trading and executing transactions involving structured products
- Supported Power desk in trading activity involving cross commodity structures (spread options)
- Increased market share in the Midwest and lead the group in its entry into Canadian markets
- Performed valuation analysis on company's assets and recommended strategy to gradually liquidate these positions

XXX

May 1996 – March 1998

A leading energy company engaged in complex energy transactions around the globe.

Associate, Trading & Portfolio Management – Hedge Fund

May 1996 – March 1998

Conducted research, valuation & screening on fund's long and short positions. Developed a proprietary model based on both fundamental & technical parameters to screen securities. Utilized outside research and conducted daily dialogue with street analysts' to expand industry coverage

Accomplishments:

- Generated profits of \$1.3 million via securities and options trading
- Employed options trading around fund's long and short positions for premium generation
- Prepared multiple portfolios to mimic various energy & utility indices with varying risk profiles and actively marketed these to institutional investors.
- Researched, structured and employed various risk management strategies to protect funds' core positions against adverse market fluctuations.
- Devised hedging strategies for other groups within XXX and executed these in the market

WestLB 1996

March 1994 – March

Leading European Bank with major activities in corporate finance, trading, and investment banking.

Associate, Corporate Finance Group

Member of bank's Midwest corporate finance team with focus on loan underwriting, syndication and origination efforts. Performed and maintained credit analyses on large Midwest clients in auto, food, and specialty chemical sectors. Analyzed bank exposure for capital markets' products such as swaps, forward contracts, & Euro-dollar financing. Coordinated efforts with various financial products groups such as swaps, structured finance, fixed income and foreign exchange desks to offer tailor made solutions to clients' needs both in the US and overseas. Traveled extensively to call on clients, attend analyst meetings; participate in road shows and presentations.

Accomplishments:

- Client portfolio included Chrysler Corp., GMAC, Hertz, ConAgra, K-Mart, and Dow Chemical
- Structured and transacted deals including off-shore financings, syndications, and treasury buy backs
- Managed portfolio with syndications loans, credit lines and standby facilities exceeding \$5 billion.
- Trained as a Credit analyst

EDUCATION

- **M.B.A.** - Finance and Accounting, June 1995
Wharton Business School, University of Pennsylvania, Philadelphia, PA
- **B.S.** - Economics, May 1985
Syracuse University, Syracuse, New York

Seminars:

1. **Credit Risk Pricing, Management and the Use of Credit Derivatives**, May 2003
International Center for Financial Asset Management & Engineering,
Geneva, Switzerland
2. **Advanced Option Pricing**, September 2002
University of Chicago, Chicago, Illinois

Learning More

To talk to a Rockwood staff member or to get an answer to a specific question, send an email to resumes@rockwoodsearch.com .