WEALTH MANAGEMENT

RESUME TEMPLATES

Three ATS-Optimized Templates for Every Career Level

This template pack includes three professionally designed, ATS-optimized resume templates for wealth management professionals at every stage of their career. Replace the placeholder text with your own experience, credentials, and metrics to create a resume that stands out to hiring managers at private banks, RIAs, wirehouses, and family offices.

INCLUDED TEMPLATES
Template 1: Entry-Level / Intern Resume
Template 2: Mid-Level Financial Advisor Resume
Template 3: Senior Wealth Advisor Resume

HOW TO USE: Each template begins on a new page. Replace all *[bracketed]* fields with your information. Delete sections that do not apply. Save your final resume as a PDF with a professional file name (e.g., JohnSmith_WealthAdvisorResume.pdf).

wealthyspeak.com

TEMPLATE 1 — ENTRY-LEVEL / INTERN

[Your Full Name]

[City, State] | [(555) 000-0000] | [youremail@email.com] | linkedin.com/in/[yourprofile]

PROFESSIONAL SUMMARY

Finance [junior/senior] at [University Name] with a [X.X] GPA and hands-on experience in [portfolio analysis / financial modeling / investment research] through [Student Investment Fund / internship / coursework]. Proficient in Bloomberg Terminal, Excel, and [FactSet / Morningstar]. Seeking a [summer internship / entry-level associate] role in wealth management to apply [financial planning / investment] knowledge in a client-facing advisory environment.

CORE COMPETENCIES

Portfolio Analysis	Financial Modeling (Excel)	Bloomberg Terminal
Investment Research	Client Communication	FactSet / Morningstar
Risk Analysis Basics	Financial Planning Fundamentals	Series 7 / 65 (pursuing)

EDUCATION

Bachelor of Science in Finance Expected May 20XX

[University Name] — [City, State]

- GPA: [3.X / 4.0] — Dean's List [Semester, Year]
- Relevant Coursework: Investment Analysis, Portfolio Theory, Financial Statement Analysis, Corporate Finance, Economics, Wealth Management
- [Finance Club President / Investment Society VP / CFA Research Challenge Participant]

EXPERIENCE

Wealth Management Intern June 20XX – August 20XX

[Firm Name] — [City, State]

- Supported [X] financial advisors managing $[X]M in combined AUM across [X] client households.
- Prepared client portfolio review presentations highlighting asset allocation, performance vs. benchmark, and recommended rebalancing actions.
- Conducted equity research on [X] securities using Bloomberg and FactSet; findings presented to senior advisors and incorporated into client proposals.
- Assisted with KYC/AML onboarding documentation for [X] new client accounts.

Student Investment Fund — Analyst September 20XX – Present

[University Name]

- Manage $[X,XXX] in university endowment funds as part of a [X]-member student team.
- Perform fundamental analysis on equity positions; authored [X] buy/sell recommendation reports presented to faculty advisors.
- Portfolio achieved [X]% return vs. [benchmark] in [academic year].

LICENSES & CERTIFICATIONS

- Series 7 — General Securities Representative (FINRA) — [In Progress / 20XX]
- Series 65 — Investment Adviser Representative (FINRA) — [In Progress / 20XX]
- Bloomberg Market Concepts (BMC) Certificate — 20XX
- CFA Level I Candidate — Sitting [Month 20XX]

Replace all [bracketed] text with your own information. Delete any section that does not apply to your background.

TEMPLATE 2 — MID-LEVEL FINANCIAL ADVISOR (3–8 YEARS)

[Your Full Name], CFP®

Certified Financial Planner | Series 65 Licensed

[City, State] | [(555) 000-0000] | [youremail@email.com] | linkedin.com/in/[yourprofile]

PROFESSIONAL SUMMARY

Wealth Management Advisor with [X] years of experience managing $[X]M+ in AUM across [X]+ HNW client households. Specializes in comprehensive financial planning, tax-efficient portfolio construction, and retirement and estate strategies. CFP® certified with Series 65 license. Consistent top [X]% producer with [XX]% client retention rate and $[X]M in new AUM generated through referrals in [Year].

CORE COMPETENCIES

Portfolio Management	HNW Client Relations	Financial Planning (CFP)
Asset Allocation	Business Development	Estate & Trust Planning
Risk Analysis	Client Retention	Tax-Loss Harvesting
Bloomberg / FactSet	Salesforce CRM	MoneyGuidePro / eMoney
Compliance (FINRA / SEC)	Retirement Planning	Monte Carlo Analysis

PROFESSIONAL EXPERIENCE

Financial Advisor / Wealth Manager

Month 20XX – Present

[Firm Name — RIA / Wirehouse / Private Bank] — [City, State]

- Manage [XX] HNW client households with combined AUM of $[XX]M; achieved [XX]% client retention rate over [X] years.
- Generated $[X]M in net new AUM through referrals, prospect conversion, and strategic relationship deepening in [Year].
- Construct and rebalance tax-efficient portfolios across equity, fixed income, and alternative allocations; portfolios outperformed blended benchmark by [X.X]% in [Year].
- Deliver comprehensive financial plans covering retirement projections, estate structures, insurance analysis, and tax-minimization strategies for [XX]+ clients annually.
- Mentor [X] junior advisors and associate planners on financial planning software and client presentation best practices.

Associate Financial Advisor

Month 20XX – Month 20XX

[Previous Firm Name] — [City, State]

- Supported senior advisors managing $[XX]M in AUM; promoted to lead advisor status within [X] years.
- Onboarded [XX] new client households; handled KYC/AML documentation, account opening, and initial financial planning data gathering.
- Prepared investment policy statements and financial planning deliverables for [XX] client households per quarter.
- Passed Series 65 examination with score of [XXX] while maintaining full client service responsibilities.

EDUCATION

Bachelor of Science in [Finance / Economics / Business Administration]

[Year]

[University Name] — [City, State]

- GPA: [3.X / 4.0] | [Relevant honor, activity, or distinction]

LICENSES & CERTIFICATIONS

CFP® — Certified Financial Planner | CFP Board | [Year]	Series 65 — Investment Adviser Rep. | FINRA | [Year]
[CFA Level I/II/III / CIMA / ChFC] | [Issuing Body] | [Year]	Series 7 — General Securities | FINRA | [Year]

Replace all [bracketed] text with your own information. Delete any section that does not apply to your background.

TEMPLATE 3 — SENIOR WEALTH ADVISOR (8+ YEARS)

[Your Full Name], CFP® | CFA

Senior Wealth Advisor | UHNW Specialist | Series 7 & 65

[City, State] | [(555) 000-0000] | [youremail@email.com] | linkedin.com/in/[yourprofile]

PROFESSIONAL SUMMARY

Senior Wealth Advisor with [X]+ years of experience managing $[XXX]M–$[X]B in AUM across [XX]+ UHNW and HNW client families. Deep expertise in multi-generational wealth transfer, complex estate structures, philanthropic planning, and alternative investments. CFP® and CFA charterholder with a consistent record of top [X]% production, [XX]% client retention, and $[XX]M+ in annual net new assets. Proven leader with experience managing [X]-person advisory teams and developing junior advisor talent.

CAREER HIGHLIGHTS

$[X]B+ AUM Managed	**[XX]% Client Retention (Avg)**	**$[XX]M Net New AUM (20XX)**
[XX]+ UHNW Households	**Top [X]% Producer ([X] Years)**	**[X] Team Members Led**

AREAS OF EXPERTISE

UHNW / HNW Client Management	Multi-Generational Wealth Transfer	Complex Estate & Trust Structures
Alternative Investments	Philanthropic & Foundation Planning	Tax Optimization Strategies
Portfolio Strategy & Oversight	Business Development & Leadership	Team Management & Mentoring
Bloomberg / FactSet / Orion	Salesforce / Black Diamond CRM	MoneyGuidePro / eMoney

PROFESSIONAL EXPERIENCE

Senior Wealth Advisor / Managing Director Month 20XX – Present

[Firm Name — Private Bank / Family Office / RIA] — [City, State]

- Oversee $[X]B+ in AUM across [XX] UHNW family relationships; delivered [XX]% average client retention over [X]-year tenure.
- Generated $[XX]M in net new assets in [Year] through referral cultivation, COI relationships, and business owner succession planning mandates.
- Architect and implement comprehensive wealth plans incorporating estate structures (GRATs, SLATs, ILITs, CRTs), philanthropic giving vehicles, and tax optimization strategies for clients with net worth exceeding $[X]M.
- Lead and mentor [X]-person advisory team; implemented structured client segmentation model resulting in [XX]% increase in team productivity.
- Represent firm at [X]+ industry conferences annually; published [X] client-facing white papers on [wealth transfer / alternative investments / tax planning] topics.

Wealth Advisor Month 20XX – Month 20XX

[Previous Firm] — [City, State]

- Grew personal AUM from $[XX]M to $[XX]M over [X] years through strategic client acquisition and deepening of existing relationships.

- Ranked Top [X]% producer for [X] consecutive years; recognized as [award / designation] in [Year].
- Developed and implemented investment policy statements for [XX] client families; portfolios averaged [X.X]% net-of-fee annual return over [X]-year period.

Associate Wealth Advisor Month 20XX – Month 20XX

[Previous Firm] — [City, State]

- Supported senior advisors managing $[XX]M in AUM; promoted within [X] months.
- Passed CFP® examination while maintaining full client service responsibilities.

EDUCATION

[MBA / BS in Finance / Economics] [Year]

[University Name] — [City, State]

- [GPA / Honor / Distinction if applicable]

LICENSES & CERTIFICATIONS

- CFP® — Certified Financial Planner | CFP Board | [Year]
- CFA — Chartered Financial Analyst | CFA Institute | [Year]
- CPWA® — Certified Private Wealth Advisor | Investments & Wealth Institute | [Year]
- Series 7 | FINRA | [Year]
- Series 65 / 66 | FINRA | [Year]
- [Additional: CIMA, ChFC, CLU, JD, CPA — as applicable]

PROFESSIONAL AFFILIATIONS & RECOGNITION

- [Financial Planning Association (FPA) / NAPFA / CFA Society — Member / Board Member]
- [Forbes Best-in-State Wealth Advisor / Barron's Top Advisor — Year]
- [Speaker: [Conference Name] — Topic — Year]
- [Publication: [Title] — [Journal/Newsletter] — Year]

Replace all [bracketed] text with your own information. Delete any section that does not apply to your background.
