

YOUR RESUME

Your resume is an important marketing document designed to sell your background to a targeted reader. It should be tailored strategically to present your accomplishments, skills and experiences as they relate to the position you are seeking. Yale SOM has a standard resume format which makes it easy for recruiters to find the information they are looking for quickly. This format is required when applying to opportunities through Yale SOM, though you are likely to tailor your content as you pursue different career paths.

Yale SOM Resume – Watch out for the following:

- Keep it to ONE page
- Type font: Times New Roman with bullet content no less than 10-point typesize (keep the ratio of the template)
- Margins should be no less than 0.5” on each side
- Keep each bullet to 2 lines long (no more and use the space as it’s an opportunity to develop your story)
- Leave periods off at the end of bullets
- Personal information should NOT be included (i.e., photo, age, marital status, dependents)
- If you had multiple jobs for a company, list them all as it shows career development
- Include your Yale email address (not gmail or any other email address)

Your Content:

Focus on what’s important to your target employer. Start with the job description. Your audience is telling you what they are seeking. Show them how you fit their needs; think transferrable skills and aligning with their company culture. Include what’s important to your audience. Demonstrate through results what you bring to the table, not a list of responsibilities. Additionally, only focus on experience to enhance your future goals, don’t just show everything you have done.

Your Education Section:

- Present your graduate & undergraduate institutions in reverse chronological order; most recent first
- List any Latin honors (i.e., *cum laude*) or scholarships from previous degrees
- Include Yale SOM academic distinctions, leadership roles, related activities and coursework
- If your GMAT score is 95% percentile or better and/or your GPA is 3.5 or better, list it!

Your Professional Experience Section:

- Your goal is to highlight the skills/achievements most relevant and directly transferable to the position
- Use strong action verbs to begin each bullet
- Include the city and state/country/region of work experience
- Draw the connections between past experiences and the occupational skills required in the role
- Use the “SAR” (Action – Result) framework to write the accomplishment statements - order can start with Result or Action
 - Layer in number - show size and scope (e.g., managed X number of people; presented to 5 stake holders)
 - Quantify your contributions to show impact as often as possible (e.g., % sales growth)



Your Additional Information:

- Use this space to highlight additional information: membership in professional organizations, licenses/certifications, language skills, volunteer activities, special projects and independent studies when those exceed the scope of basic coursework, non-traditional computer skills that may be job relevant, and any additional personal interests/achievements (e.g., marathons)
- Include relevant work authorization (if appropriate)
- Use specifics to make more interesting & conversation provoking; use humor, just keep your audience in mind

YOUR RESUME RESOURCES:

- Yale SOM Resume Template
- Action Verb List
- Accomplishment Statement Examples

ACTION VERBS

Make sure you have a foundation for each statement that starts each phrase. Without fail, that word **must be a strong, active-voice verb**. Look over the following lists of suggested verbs, and use them in your resume.

Action verbs that address your **planning skills** include:

Conceived	Formed	Planned
Created	Formulated	Projected
Designed	Initiated	Revised
Developed	Innovated	Scheduled
Devised	Instituted	Solved
Engineered	Invented	Systemized
Established	Justified	Tailored
Estimated	Organized	Transformed
Experimented	Originated	

Action verbs that address your **skills in directing employees** include:

Administered	Determined	Ordered
Approved	Directed	Oversaw
Authorized	Guided	Prescribed
Conducted	Headed	Regulated
Controlled	Instructed	Specified
Decided	Led	Supervised
Delegated	Managed	Trained

Action verbs that suggest that you have **skills in assuming responsibility** include:

Achieved	Developed	Operated
Adopted	Doubled	Overcome
Arranged	Established	Performed
Assembled	Evaluated	Prepared
Assumed	Experienced	Produced
Attended	Gathered	Received
Audited	Halted	Reduced
Built	Handled	Reviewed
Checked	Improved	Simplified
Classified	Implemented	Sold
Collected	Initiated	Transacted
Compiled	Installed	Tripled
Constructed	Integrated	Used
Described	Maintained	Utilized

ACTION VERBS

Action verbs that embody an **ability to provide effective service** include:

Carried out	Explained	Provided
Committed	Facilitated	Purchased
Delivered	Furnished	Rewrote
Demonstrated	Generated	Sent
Earned	Inspected	Serviced
Exchanged	Installed	Submitted
Expanded	Issued	Transmitted
Expedited	Procured	Wrote

Interactive skills with people are suggested by the use of these action verbs in your accomplishment statement:

Advised	Counseled	Presented
Aided	Helped	Promoted
Apprised	Informed	Recommended
Clarified	Inspired	Represented
Conferred	Interpreted	Resolved
Consulted	Interviewed	Suggested
Contributed	Mediated	Unified
Cooperated	Negotiated	
Coordinated	Participated	

Finally, your **analytical/research skills** merge with the use of these action verbs:

Analyzed	Evaluated	Reviewed
Assessed	Familiarized	Searched
Calculated	Investigated	Studied
Computed	Observed	Verified
Correlated	Proved	
Discovered	Researched	

ACCOMPLISHMENT STATEMENT EXAMPLES

Your goal is to distinguish yourself by citing accomplishments and measurements of impact to those who explore your background and experience. Use the examples below to make your statements great.

Original Accomplishment Statement

Managed associates across projects to organize data and create models

Led meetings to set priorities related to school-wide activities

Responsible for Human Resource services for over 1,200 soldiers

Produced all aspects of runway shows, press events, and mall tours from idea conception to sell-thru and execution for multi-sponsored programs such as "Rock N' Style", the "Backyard BBQ" and "Style Mix"

Identified and addressed existing gaps within current approach

Authored and pitched product integration ideas for pre-production shows such as National Bingo Night

Excellence in Achievement Award, June 2015

Interests: Farming, Soccer, Travel

Enhanced Accomplishment Statement

Managed 20 associates across 7 projects to synthesize robust market data and create forecasting models to predict market potential for Fortune 500 client's full portfolio of pipeline drugs

Led daily staff briefings for diverse team of 10 teachers and administrators which set school-wide priorities related to student safety, academic scheduling, faculty assignments, and special events

Supervised and mentored 5 coordinators; led Human Resource services for over 1,200 soldiers, to include performance awards, peer review boards, and recognition ceremonies

Managed various production budgets up to \$150K, talent alignments and logistics for multi-city tours such as "Backyard BBQ", "Rock The Runway" and "Seventeen U"

Identified existing gaps with the current training approach and knowledge base, suggested solutions to the leadership and implemented them to improve efforts, leading to an increase overall customer satisfaction

Authored 500+ advertiser integration proposals for shows such as National Bingo Night, Dancing with the Stars and The Bachelor

Selected for an Excellence in Achievement Award for client service excellence in fiscal year 2015

Interests: Raise chickens, Avid Manchester United supporter, visited 25 countries