

# The Week

- ☐ Monday (July 13): Overview of the Consulting industry
- ☐ **Tuesday (July 14): Consulting job documents & and fit interviews**
- ☐ Wednesday (July 15): “My Summer Internship” 2<sup>nd</sup> year MBA panel
- ☐ Thursday (July 16): Case Interviews
- ☐ Friday (July 17): Live Q&A session with Cognizant recruiter



*\*Bites & Insights: Consulting (9/11 at 11am)*

# Tuesday: Job Docs & Fit

- Consulting resumes
- Cover letters
- Fit/Behavioral Interviews



# Consulting Resumes

- ❑ First (or second) impression
- ❑ Seconds to read
- ❑ Education, experience, extracurriculars



# Consulting Resumes

- ❑ Formatting: font (no Comic Sans!), sizing, margins, spacing, bullets, headings...
- ❑ Reverse chronological order
- ❑ 1 page
- ❑ Quantify whenever possible
- ❑ Powerful words: Managed, led, developed, mentored, created...
- ❑ **PROOFREAD**



# Consulting Resumes: Education

- ❑ Top of page (bottom-ish if you were applying out of school)
- ❑ Include only degree-based programs
- ❑ Awards/honors including brief explanation, dollar amounts
- ❑ GPA and GRE scores are appropriate for many consulting firms
- ❑ Relevant course work but keep it short
- ❑ Study abroad experiences
- ❑ This section should not exceed  $\frac{1}{4}$  of page



# Consulting Resumes: Experience

- Tailored to each individual job (but you can re-use a lot)
- Results-oriented experiences: Impact – the “So What?”
- Creative & innovative in problem-solving
- Teamwork/collaboration
- Analytical thinking
- Leadership and going above and beyond
- Communication skills (oral and written)
- Client service mentality
- Demonstrate business acumen
- Most recent experience should have most detail •
  - Level of detail decreasing for experiences farther in past
  - Exception for highly relevant experiences (consulting, business)



# Consulting Resumes: Experience

- ❑ Unique bullets: specific competencies; avoid redundancy
- ❑ Think about what each bullet says about you and your abilities
- ❑ Sometimes minor responsibilities are highly relevant and should be emphasized
- ❑ Transferrable Skills:
  - ❑ How does what you have done relate to the job of a consultant?  
Have you run an office? A small business enterprise?
- ❑ Important skills: communication (oral and written), teamwork, leadership, management, innovation, administration, accounting, customer service, organizational skills, general business acumen



# Consulting Resumes: Extracurriculars

- ❑ Skills: computer skills, language skills
- ❑ Interests: set yourself apart from the crowd
- ❑ Think about the fit interview
- ❑ Volunteering, sports participation, civic engagement, interests and passions
- ❑ Trapeze!



# Consulting Cover Letters

- Not a rehash of your resume
- Motivation
- Knowledge of the company (why them?) and genuine interest in consulting
- Conversations with current employees
- Example of your writing
- Don't forget to change the name of the company if re-using a cover letter!



# Consulting Cover Letters

- ❑ Formatting, font, size, margins, etc.
- ❑ 4 paragraphs
  - ❑ 1: intro, position, reason, employee conversations
  - ❑ 2: Example with skill A
  - ❑ 3: Example with skill B
  - ❑ 4: Thanks and look forward



# Consulting Cover Letters

- ❑ Use their language: company website, job description
- ❑ You are storytelling and highlighting some great examples of your experience
- ❑ You are demonstrating!



# Fit interviews

- Are you good for the company?
- Can you do the job?
- Can I work with you? The “airport test”



# Fit interviews

- ❑ Be able to talk about EVERYTHING on your resume
- ❑ And then be able to dig down a level or two
- ❑ Why us?
- ❑ Why consulting?
- ❑ Why you? (or what makes a good consultant...but it's really about you)



# Fit interviews

- ❑ Tell me about your strengths
  - ❑ Confident but not bragging
- ❑ The difficulties: boss, team, client, project
  - ❑ Get detailed on what happened
  - ❑ How you handle them
  - ❑ Distinguish your role vs the team (with your leadership and facilitation)
- ❑ Tell me about a time when you failed
-  ❑ Examples for everything!