

MBA RESUME FORMAT

Your Name

Boston, MA 02215 | 617.555.1212 | YourEmail@bu.edu | LinkedIn.com/in/YourCustomURL

EDUCATION

MBA, Health Sector Management Program Expected May 2024

Boston University Questrom School of Business; Boston, MA

- Dean's **Scholarship**

MS, Digital Technology Expected May 2024

Boston University Questrom School of Business; Boston, MA

BA, History cum laude May 2013

Undergraduate College; City, ST

- Founder and President of History Enthusiasts Club

WORK EXPERIENCE

MOST RECENT COMPANY; Boston, MA 2017 to 2023

Research Manager | Delivered diverse research projects across 7 core policy areas, bringing sound project management and analytical expertise for private financial services firm with \$2M revenues. Managed team of 6 research specialists and reported to Director of Research. Liaised across 5 internal departments to ensure deadlines met.

- Defined research function and won management approval to triple and manage resulting team of 6 researchers.
- Improved efficiency of public records investigations 35% by designing firm-wide protocol, with specialists investigating 2K+ candidates for 200+ searches in 1 year.
- Increased speed of file sharing 22% by creating digital library of research materials and collaborating with cross-functional team of 5 to investigate and implement file-sharing platforms, sharing 2K+ files in 2 years.
- Collaborated across 5 teams to create industry and function codes for firm's 330K-person database, expanding database querying and reporting capabilities by developing new data extraction.
- Prepared statistics, analysis and data visualization for quarterly market reports.
- Earned Circle of Excellence Award (Top 10% in Nation) for overall team performance.

NEXT TO LAST COMPANY NAME; Kalamazoo, MI 2013 to 2017

Safe Routes to School Outreach Coordinator (2 years) | Supported and oversaw partnerships with existing community groups, while developing and cultivating additional regional alliances for rapidly growing nonprofit startup.

- Established 24 school partnerships by delivering pitch presentations to stakeholders and connecting with community groups to increase program awareness.
- Improved institutional memory by spearheading and managing new record-keeping systems in MS Access.
- Proposed, designed, and implemented innovative outreach model to underserved areas, adding 5 affiliate schools.

Transportation Sustainability Group Intern (2½ years) | Led project to study, design, and implement comprehensive community bike sharing program supporting 10,000 local bikers. Collaborated with 15 partner schools.

- Motivated 15 allied schools to diversify activities by producing 6 targeted marketing materials.
- Identified ideal partner companies by collecting and analyzing market data.
- Managed project communications within transportation team, internal departments and external affiliates to ensure aligned messaging and proper contract executions.

ADDITIONAL INFORMATION

Technical Skills: Java, Python, SQL, Tableau, Access, Crystal Reports, Excel, ArcGIS, Nexis Boolean Search

Languages: Spanish (professional proficiency), French (beginner)

Interests: Marathons (NYC, SF, Berlin), Asian fusion cuisine, Jai alai, Habitat for Humanity volunteer

Commented [KR1]: Resumes should be consistently formatted, with a balance of text and white space.

It should be easy to scan with the most important information in the top 1/3, bolded and/or at the beginning of a bullet/sentence.

Resume should be one page unless you have 10+ years of experience. Consulting & investment banking resumes should be 1 page.

Margins must be within 0.5-0.75"

Font must be Calibri, size 10.5-12 pt.

Follow formatting in template with regards to bolding, capitalization, placement of information etc.

Commented [RMG2]: Save your resume as "Your Name Resume Date", i.e. "Melissa Rubin Resume 7.1.21".

When applying for a job, you might also include the company and title, i.e., "Melissa Rubin Amazon Product Management Intern Resume 7.21.21"

Commented [KR3]: No street address needed, but include city, state and zip code. (Some ATS systems scan resumes)

Commented [KR4]: If you don't have a US phone number yet, leave the template phone number in your resume for

Commented [KR5]: Use your BU email for your Questrom format resume

Commented [KR6]: For instructions on how to customize your LinkedIn URL, go to:

Commented [RMG7]: Keep degree names consistent. Either spell them all out "Masters of Business"

Commented [KR8]: If you are receiving a dual degree, list them one after the other on separate lines to show the read

Commented [RMG9]: No need to add "Recipient" or "Awarded". That is assumed if you list a scholarship.

Commented [RMG10]: Latin honors cum laude, magna cum laude and summa cum laude are shown in lower case

Commented [KR11]: All work experience should be in reverse chronological order (most recent job listed first). U

Commented [KR12]: SCOPE SECTION – This section should include a high level summary of what you are

Commented [KR13]: Bullets should list RESULTS AND ACHIEVEMENTS first as we read from left to right.

Commented [KR14]: Only include the length after the job title if you had multiple titles within one company.

Commented [KR15]: Start each bullet with an powerful action verb that shows your direct achievement. When yo

Commented [RMG16]: Order bullets with the most important going highest within the job description. You ca

Commented [RMG17]: Separate items by commas for consistency.

Commented [RMG18]: List these from most to least important for employers.

Commented [RMG19]: You do not have to list English. The assumption is you are proficient in English if you can

Commented [KR20]: List these from most to least important/interesting.