

MBA STUDENT

Houston, TX 77005

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Commented [GR1]: Name needs to be Bolded and 12 Font

Commented [GR2]: Must use Rice email

Commented [GR3]: [Customize your LinkedIn URL](#)

EDUCATION

RICE UNIVERSITY, JONES GRADUATE SCHOOL OF BUSINESS

HOUSTON, TX

Master of Business Administration (MBA), add concentration (if applicable). [GMAT \[if 680+\]](#). [GPA \[if 3.5+\]](#). May 202X
List honors, club memberships, extracurricular activities.

Commented [GR4]: Only list your expected or graduation date

NAME OF SCHOOL

CITY, ST/COUNTRY

Degree awarded. [GPA \[score if above 3.5\]](#).

June 20XX

List club memberships, honors, scholarships, and/or other activities.

Commented [GR5]: Spell out your official degree such as Bachelor of Science in Engineering

EXPERIENCE

NAME OF COMPANY

CITY, ST/COUNTRY

Give a brief company description--only for smaller, unknown companies, in italics.

Position Title

202X – 202X

- Accomplishment, result, or activity demonstrating a key skill.
- [Job Description formula 1:](#) Action verb + task + result
- [Job Description formula 2:](#) Action verb + accomplishment + challenge + action
- [Financial Position Examples:](#) Developed financial models such as DCF, Net Asset Value, Dividend Growth, and other equity valuation models or • Managed investment portfolio of \$150M.
- [Business Dev. Position Example:](#) Generated 15% revenue increase in 2009 by targeting new market for expansion through introduction of novel technologies.
- [Marketing Position Example:](#) Conceptualized and directed development of new corporate logo and brand logo of additional subsidiary companies. Developed brand identity manual to enforce standards within company.

Commented [GR6]: List your most significant accomplishment as your 1st bullet point

Commented [GR7]: May have more than one sentence per bullet, but do not exceed two lines

Commented [GR8]: Always begin each bullet with a strong action verb.

Commented [GR9]: Quantify bulleted statements, if possible (% , \$, etc.)

NAME OF COMPANY

CITY, ST/COUNTRY

Give a brief company description--only for smaller companies, in italics.

Position Title, [if located in different city/country, you can list it here after position title].

202X – 202X

- Accomplishment, result, or activity demonstrating a key skill.
- Accomplishment, result, or activity demonstrating a key skill.

Commented [GR10]: Demonstrate how you successfully achieved goals and stress the action you took and the outcome

Position Title

202X – 202X

- Accomplishment, result, or activity demonstrating a key skill.
- Accomplishment, result, or activity demonstrating a key skill.
- Accomplishment, result, or activity demonstrating a key skill.

Commented [GR11]: Remove all "a, an, the"

Commented [GR12]: The SKILL you have is what is important to communicate- not the job itself

NAME OF COMPANY

CITY, ST/COUNTRY

Give a brief company description--only for smaller companies, in italics.

Position Title

202X-202X

- Accomplishment, result, or activity demonstrating a key skill.
- Accomplishment, result, or activity demonstrating a key skill.
- Accomplishment, result, or activity demonstrating a key skill.

Commented [GR13]: List your experience in reverse chronological order with the correct year (omit months)

ADDITIONAL INFORMATION

Career Interests: List your aspirational areas of interest and relevant keywords.

Languages: List any languages besides English.

Certifications: List any certifications or licensures currently held or that are in progress. (*Such as Series 7, Wall Street Prep course: Financial modeling – Investment Banking*).

Skills: List any business specific/technical skills. (*Such as SPSS, NPV, Monte Carlo, Java, MRP, C and C++ Programs, etc.*)

Leadership: List leadership roles.

Activities: List outside activities not related to Rice University. (*Or member participation, such as YPE or AMA*)

List any hobbies or other interests that you have. (*Examples might include: managing own stock portfolio, playing tennis, Skiing, traveling internationally, etc. –consider activities as they relate to career, team-building, etc.*)

Commented [GR14]: This section is often used by recruiters as conversation starters.

Commented [GR15]: Add your proficiency (fluent, conversant, or basic) in the language.

Commented [GR16]: List only "Hard Skills" which are teachable and measurable abilities.

Commented [GR17]: Outside of your work and school experience.

*Note: if you do not have information for a sub-section (i.e., languages, leadership, etc.) under "Additional Information," then do not include it as a sub-section.

RESUME CHECKLIST

FORMAT	
	Font size must be at least 10pt
	Calibri typeface
	One Page Resume
MARGINS	
	Set left and right to .5 inches
	Set top and bottom to 1 inch
SECTION HEADINGS	
	Name should be 12pt, bold, all capital letters
	Sections headings, organization names, and city/state must be set in Upper Case Bold Type
	Education- Spell out degrees
	Experience- Clearly list job titles and companies
	Additional Information- Use this section to cover your unique talents and knowledge. Devote only one per category (Career Interests, Languages, Certifications, Skills, Leadership, Activities)
ADDITIONAL GUIDELINES	
	Do not use personal pronouns such as "I, my, me, our"
	Do not abbreviate words
	Never falsify or exaggerate
	Proofread and spell check especially any words in all capital letters
	Use appropriate keywords from the industry or job description
	Scored an 80 or higher on V-Mock
	Have someone from the CDO review it

ACTION VERBS

" Good words are worth much, and cost little." - George Herbert, 1651

Increased Efficiency	Eliminated	Improved Something	Brought Project to Life	Educated
Accelerated	Lessened	Adapted	Administered	Fielded
Achieved	Minimized	Augmented	Approved	Informed
Advanced	Reconciled	Centralized	Brought	Mediated
Amplified	Reduced	Clarified	Built	Resolved
Anticipated	Trimmed	Converted	Chartered	Writing/Communicating
Boosted	Yielded	Corrected	Conceived	Authored
Broadened	Managed Team	Customized	Constructed	Briefed
Capitalized	Aligned	Integrated	Created	Campaigned
Decentralized	Collaborated	Merged	Designed	Co-authored
Delivered	Cultivated	Modified	Developed	Composed
Distributed	Directed	Overcame	Devised	Contracted
Doubled	Employed	Overhauled	Founded	Conveyed
Enhanced	Enabled	Redesigned	Engineered	Convinced
Expanded	Enforced	Refined	Established	Corresponded
Expedited	Facilitated	Refocused	Formalized	Counseled
Furthered	Fostered	Rehabilitated	Formed	Critiqued
Gained	Guided	Remodeled	Formulated	Defined
Generated	Hired	Reorganized	Implemented	Documented
Improved	Inspired	Replaced	Incorporated	Edited
Lifted	Mentored	Restored	Initiated	Influenced
Maximized	Mobilized	Restructured	Instituted	Illustrated
Outpaced	Motivated	Revamped	Introduced	Lobbied
Stimulated	Recruited	Revitalized	Invented	Persuaded
Sustained	Regulated	Revived	Launched	Promoted
Widened	Shaped	Simplified	Originated	Proposed
Led Project	Staffed	Standardized	Pioneered	Publicized
Applied	Supervised	Streamlined	Shaped	Reviewed
Appointed	Taught	Strengthened	Spearheaded	Research
Assigned	Trained	Solved	Accumulated Funds	Analyzed
Chaired	Unified	Updated	Acquired	Assembled
Controlled	United	Upgraded	Budgeted	Assessed
Coordinated	Pioneered	Tailored	Convinced	Benchmarked
Executed	Ignited	Transformed	Financed	Calculated
Headed	Transformed	Achievements	Forged	Conducted
Founded	Modernized	Accomplished	Invested	Determined
Operated	Optimized	Attained	Liquidated	Discovered
Orchestrated	Oversaw/Regulated	Awarded	Navigated	Estimated
Organized	Applied	Completed	Negotiated	Evaluated
Oversaw	Audited	Concluded	Partnered	Examined
Planned	Authorized	Demonstrated	Secured	Explored
Produced	Blocked	Earned	Sponsored	Forecasted
Programmed	Delegated	Exceeded	Traded	Identified
Saved Time/Money	Dispatched	Obtained	Transferred	Interpreted
Allocated	Enforced	Outperformed	Tripled	Investigated
Combined	Ensured	Proved	Supported Customers	Mapped
Conserved	Inspected	Reached	Addressed	Measured
Condensed	Itemized	Selected	Advised	Qualified
Consolidated	Monitored	Showcased	Advocated	Quantified
Decreased	Screened	Succeeded	Arbitrated	Surveyed
Deducted	Scrutinized	Surpassed	Coached	Tested
Diagnosed	Verified	Targeted	Consulted	Tracked