**RESUME TEMPLATE**

**Resume Content**

* Adcoms are looking for leadership and accomplishments in 3 main Areas: Professional Experience, Education, and Leadership/Community Involvement.
* Resume is a marketing tool - you want to give the highlights, not full detail – you will have room to do so in your application form if needed
* Leadership/Community Involvement/EC section is where you can show personality, try to add details that define more of who you are
* Experience in entrepreneurship, family business
* No need to include a long list of certifications, licenses, computer programs or additional skills in the resume – they can be added to your application form – If you have a CPA, CFA, etc, include it in your name and potentially as a bullet under education if there is something of note about your performance
* Avoid Jargon and technical speak

**Resume Length**

* Prepare for a 1-page resume – during initial phase, OK to go to 2 pages to capture all that you have done, then start editing down
* 2-page resume is reserved for EMBA and Senior MBA Candidates, most traditional full-time MBA and Masters programs request 1 page max.

**Resume Format**

* Focus the position descriptions on achievements and leadership.
* Try to keep each bullet point to one line in length, two maximum.
* Your resume needs to be free of English spelling and grammar errors.
* Each school's "ideal" resume format is somewhat different. If you are interested in just one school, and have the resume format that this school uses, use this format. Otherwise, use the format below.
* Consistency is key – use “.” Or don’t, formatting/spacing should be same throughout
* Keep text formatting simple, adding italics, bold, underline is distracting
* Include graduation date – this is easier for the adcom to follow your timeline and career progression
* Work experience should be in reverse chronological order

**JOE ARINGO**

City, State, Country | +1-212-555-5555 | [joe@Aringo.com](mailto:joe@Aringo.com)

**Professional Experience**

|  |
| --- |
| Include all full-time and part-time paid positions you held post-grad. Can include work / internships during college if relevant and space allows. Emphasize the specific achievements rather than the responsibilities.  Demonstrate leadership and collaboration. Quantify your impact – time, %, $... |

[Current position]

Example:

**ARINGOI LTD., LIGHTING DIVISION**  Boston, MA

North America’s 5th-largest light-bulb distributor August 2021-Present

***Senior Finance Manager***

* Lead a 5-person team to redesign the supply chain process, resulting in a 15% reduction in operating costs
* Co-led $2.5 million re-financing; persuaded lender to extend period from 1 (previously signed) to 3 years
* Turned around the Industrial Bulbs Division, producing a 15% increase in margins over 14 months

***Finance Manager*** October 2012-August 2014

* Initiated and implemented three partnerships with producers in China and Hong Kong, resulting in 5% reduction in company's purchasing costs
* Developed unique marketing strategy, the Mobile Bulb Fair, resulting in 10% reduction in marketing costs while keeping sales figures intact

|  |
| --- |
| List here your previous employers. Focus on achievements. |

**EDUCATION**

Example:

**THE ARINGO SCHOOL OF ECONOMICS, NEW YORK UNIVERSITY** New York, NY

***Bachelor of Science in Economics*** June 2021

* Graduated Magna Cum Laude (top 5% of class)
* Highest GPA in class (2020/2021 academic year)
* 1 of 2 out of 200 elected Aringo class representative to University Student Council

###### List additional degrees and academic coursework here

**Community activities**

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| List all non-paid volunteer, public, societal and community work starting in college and beyond. |

Example:

**THE VOCA CHILD SUPPORT ASSOCIATION**  New York, NY

***Co-founder, Chief Financial Officer*** August 2018-July 2025

* Recruited 45 volunteers, serving 360 children, within 20 months

**additional Information**

* **Languages**: English (native), Spanish (intermediate)
* **Member, Board of Directors**, Voci Advertising Inc. (2006-Present)
* **Interests**: Basketball, Skydiving (jumped in 5 different countries and counting), Distance Running (10 miles/day)
* **Travel**: Have visited 20 countries including backpacking through China, Japan, Angola and Guatemala