



Yale School of Management Approved Resume Instructions

Getting Started

The CDO interviewed several recruiters in all three sectors and created a common style and structure for our resume book. Please follow the standard SOM format if you wish to include your resume in the SOM resume book.

Once you have submitted your resume to the CDO for the resume book, you are free to create your own personalized resume. A list of references is provided on the CDO website and several resume writing guides are available in the CDO library.

Your resume is an important mechanism for communicating with a prospective employer or networking contact. It is also critical for obtaining the desired interviews. Therefore, your resume must attract – and keep – the reader's attention; it must stand apart from numerous others applying for the same position.

Your resume should:

- Provide a snapshot of your career.
- Create interest in meeting you – a great advertisement!
- Highlight your managerial responsibilities and/or leadership roles
- Discuss the creativity you brought to the position, your ability to work in teams, and your problem-solving skills.
- Present your accomplishments in the strongest possible language, being careful not to inflate or overstate your abilities.
- Make a positive impression on the reader in the **first 20 seconds**.
- Be consistent. Font should be Times New Roman. Type size should be between 10.5 – 12 point
- Be available as a Microsoft Word document.

Steps to construct your Yale School of Management approved resume.

I. Personal Contact Information

Name and address on left with 1 inch tab (only name in bold).

Example:

Joseph Wallace
135 Prospect Street, PO Box 208200
New Haven, Connecticut 06520

Phone number and email to the right of address at the 4 inch mark on ruler

Example:

Joseph Wallace	
135 Prospect Street, PO Box 208200	203.555.5555 (mobile)
New Haven, Connecticut 06520	joseph.wallace@yale.edu

III. Education Section

Education (in bold with line across the page) header at 0 inch mark on ruler.

List Education at 1 inch marker on ruler.

Educational institution in bold with 2 spaces between institution and location (do not bold).

Two spaces between Yale School of Management and undergraduate

Example:

Joseph Wallace	
135 Prospect Street, PO Box 208200	203.555.5555 (mobile)
New Haven, Connecticut 06520	joseph.wallace@yale.edu

Education

Yale School of Management New Haven, Connecticut
Candidate for Master of Business Administration (MBA), 2006.

Columbia University New York, New York
Bachelor of Arts in Sociology, 1998

IV. Professional Experience Section

- Professional Experience (in bold with line across the page) at 0 inch mark on ruler.
- List dates of employment in chronological order with most recent job first at the 0 inch mark on the ruler.
- List company at 1 inch mark on ruler.
- List employer name in bold with 2 spaces between company and location (do not bold location). Spell out city name and state.
- List title (in italics) at 1 inch mark on ruler
- List accomplishments and achievements (with bullets) at 1 inch mark on ruler.
- End each bullet with a period.
- **Never use: “Responsible for” – each bullet should start with an action verb.**

Example:

Joseph Wallace

135 Prospect Street, PO Box 208200
New Haven, Connecticut 06520

203.555.5555 (mobile)
joseph.wallace@yale.edu

Education

Yale School of Management New Haven, Connecticut
Candidate for Master of Business Administration (MBA), 2006.

Columbia University New York, New York
Bachelor of Arts in Sociology, 1998

Professional Experience

- 2000-2004 **Secure Sponsorship, Inc.** Boston, Massachusetts
Executive Director
- Secured \$250K in seed funding and founded a nonprofit consulting organization that provided infrastructure support to the nonprofit sector.
 - Created a service that was used by 40% of the beta client’s constituents, increasing the average online donation size by 47%.
 - Improved typical client’s community outreach by providing Internet tools as low-cost marketing alternatives while reducing administrative labor by 140 hours (20%) during an engagement.
- 1998 – 2000 **Dana-Farber Cancer Institute** Boston, Massachusetts
Senior Group Administrator
- Managed administrative operations of HIV research laboratory with over \$8MM in grant funding. Laboratory included faculty from Harvard Medical School.
 - Projected various funding scenarios and advised researchers on personnel issues such as salary compensation, disciplinary action, and retention of employees.
 - Recovered over \$180K in receivables and reduced maintenance costs for laboratory animals by over \$30K per month.

V. Additional Information or Skills and Interests Section

You can use either title: **Additional Information** or **Skills and Interests** as a header.

Additional Information/Skills and Interests (in bold with line across the page) header at 0 inch mark on ruler.

List skill/activity/interest at 1 inch marker on ruler.

End each bullet with a period.

Example:

Joseph Wallace

135 Prospect Street, PO Box 208200

New Haven, Connecticut 06520

203.555.5555 (mobile)

joseph.wallace@yale.edu

Education

Yale School of Management New Haven, Connecticut

Candidate for Master of Business Administration (MBA), 2006.

Columbia University New York, New York

Bachelor of Arts in Sociology, 1998

Professional Experience

2002 – 2004 **Secure Sponsorship, Inc.** Boston, Massachusetts

Executive Director

- Secured \$250K in seed funding and founded a nonprofit consulting organization that provided infrastructure support to the nonprofit sector.
- Created a service that was used by 40% of the beta client's constituents, increasing the average online donation size by 47%.
- Improved typical client's community outreach by providing Internet tools as low-cost marketing alternatives while reducing administrative labor by 140 hours (20%) during an engagement.

1998 – 2002 **Dana-Farber Cancer Institute** Boston, Massachusetts

Senior Group Administrator

- Managed administrative operations of HIV research laboratory with over \$8MM in grant funding. Laboratory included faculty from Harvard Medical School.
- Projected various funding scenarios and advised researchers on personnel issues such as salary compensation, disciplinary action, and retention of employees.
- Recovered over \$180K in receivables and reduced maintenance costs for laboratory animals by over \$30K per month.

Additional Information

- Winner, Cambridge Incubator Nonprofit Business Plan Competition, 2000.
- Traveled extensively in Asia, Western Europe and North America.
- Leader of the Healthcare and Net Impact Club, Yale School of Management.