

THOMAS JAMES

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EDUCATION

Washington University – Olin School of Business

St. Louis, MO

Bachelor of Science in Business Administration; Finance Major

Class of 2013

- Cumulative GPA: 3.5/4.0; Major GPA: 3.8/4.0
- Graduated magna cum laude as a Presidential Scholar, Dean's List all semesters
- Relevant Coursework: Financial Statement Analysis, Advanced Financial Management, M&A, Options, Futures & Derivatives, Introduction to Econometrics, International Finance, Investments

Dalian University of Foreign Languages

Dalian, Liaoning Province, China

School of Chinese Studies

Jan 2012 – May 2012

- Elected to study Mandarin in an intensive language program in a study abroad program
- Successfully completed a semester of business courses and was elected class president by my peers
- Developed foreign language skills and the ability to speak fluent Mandarin

WORK EXPERIENCE

ABC Bank

New York, NY

Summer Analyst

May 2012 – Aug 2012

- Member of deal team on a \$3.2 billion acquisition of a publicly traded company by a large private equity firm
- Involved in initial due diligence, preparation of the CIM, creation of the PowerPoint deck, etc.
- Responsible for performing comparable companies and precedent transaction analyses in Excel
- Utilized PowerPoint to create pitch books for current transactions and potential clients

ZYX Energy Cooperative

New York, NY

Summer Intern

May 2011 – Aug 2011

- Analyzed and recommended specific investment opportunities to traders in natural gas, power and coal
- Sent out intraday research notes to traders summarizing daily and weekly energy supply and demand data
- Completed numerous projects with end-goal of producing a framework for reoccurring standardized reports

LEADERSHIP

Washington University NCAA Soccer Team

St. Louis, MO

Captain

Sep 2009 – Current

- Attended league meetings and organized all games and practices in lieu of coaching staff
- Successfully recruited over 10 new players and developed an alumni support network via campaigns
- Reinvigorated the program, raising thousands of dollars in financial support from alumni

Washington University Student Investment Fund

St. Louis, MO

Founder and Co-President

Oct 2010 – Current

- Co-founded a student-run fund to invest a small portion of the University's endowment
- Managed a \$105k diversified, mid-cap equities fund - Outperformed benchmark by 4% since 2010 inception
- Presented research reports to University Board of Directors with company information and investment thesis

ADDITIONAL INFORMATION

Skills: Fluent in Mandarin, Basic Skills in French

Modeling: Completed Wall Street Prep self-study course covering valuation, M&A and LBO modeling

Computer: Proficient in Excel, PowerPoint, CapitalIQ, Bloomberg

Certifications: Completed Bloomberg Certification Program

Interests: Soccer, Running, Poker, Snowboarding, Skydiving

Career Progression/Career Changer

JANE DOE

Tuck School of Business · 1000 Byrne Hall · Hanover, NH · 03755 · 603.646.1000 · jane.doe@dartmouth.edu

EDUCATION

20xx-Present	TUCK SCHOOL OF BUSINESS AT DARTMOUTH COLLEGE <i>Candidate for Master of Business Administration, June 20xx</i> • Co-Chair – Healthcare Club, Marketing Club, Women in Business, Women’s Ice Hockey, Tuck Volunteers – MBA Food Fight Committee, Co-Chair – Admitted Students Weekend 2004, Tuck Admissions Associate	Hanover, NH
19xx-19xx	TUFTS UNIVERSITY <i>B.S. in Chemical Engineering with a minor in Engineering Management, May 19xx</i> • Graduated <i>Magna Cum Laude</i> • Captain – Women’s Varsity Volleyball, Society of Women Engineers, Resident Assistant	Medford, MA

EXPERIENCE

20xx	GENENTECH, INC. <i>Product Marketing, Rituxan® Immunology Summer Intern</i> • Developed a 3-year strategy for targeting a new customer segment for Rituxan® in Rheumatoid Arthritis: – Conducted primary market research, analyzed competitors’ efforts, performed internal benchmarking, and built consensus within commercial team and with partner Biogen Idec; – Presented recommendations for specific tactics, cost, ROI, and success metrics to Commercial Review Panel and facilitated the incorporation of the strategy into Commercial Best Practices. • Finalized Standard Operating Procedures (SOP) for maintenance and quality assurance of Rituxan® Immunology password-protected websites for tracking thought leader activity and current product information.	South San Francisco, CA
20xx-20xx	BIOGEN IDEC, INC. <i>Business Planning Associate (20xx-20xx)</i> • Collaborated with Market Development to determine potential revenue benefit associated with investments in second indications, post-marketing studies, and product enhancements for AVONEX®, as part of lifecycle plan. • Assisted VP of Business Planning with analysis of international sales trends of AVONEX®, based on price increases and historical distributor behavior. Analysis was used to revise sales forecasts. • Managed \$160 million budget for co-development of ANTEGREN® with Elan Pharmaceuticals for the treatment of Crohn’s disease and multiple sclerosis. • Led quantification of second indication strategies and product lifecycle improvements for ANTEGREN®; participated in brainstorming sessions involving the technical and financial feasibility of multiple options. • Improved and maintained communications with counterparts at Elan Pharmaceuticals by creating and implementing a series of shared reports for use in the quarterly reconciliation of operating expenses. <i>Business Planning Analyst (2001-2002)</i> • Coordinated budgeting, forecasting, and long-range planning processes for AVONEX®, AMEVIVE® and several early stage products, as a member of cross-functional project teams. • Designed and managed an integrated portfolio model that captured Biogen’s \$400 million investment in R&D and enabled scenario analysis for long-range planning. Output served as benchmark for annual budgeting process.	Cambridge, MA
19xx-20xx	NAVIGANT CONSULTING, INC (formerly Peterson Consulting LLC) <i>Consultant (19xx-20xx, earned early promotion)</i> • Developed analyses of cost overruns on government contracts, consolidated findings, and presented recommendations to client that resulted in recovery of financial damages. • Managed staff consultants, conducted performance reviews, coordinated on-campus recruiting efforts. <i>Staff Consultant (19xx-19xx)</i> • Developed lost profits analyses for multiple clients. Drafted expert reports, prepared trial exhibits, and attended arbitrations/trials that yielded successful financial outcome.	Boston, MA

PERSONAL

- Completed Boston Marathon, raising \$2800 for the Leukemia and Lymphoma Society, April 20xx
- Co-Chair, Silent Auction Committee for the NewFund – marketed organization to potential sponsors/donors
- Alumni Interviewer – Tufts University Alumni Admissions Program
- Enjoy competing in sprint triathlons, half-marathons, and road races; hiking, biking, and skiing

Comment [TN1]: Specific analysis

Comment [TN2]: Frames scope of project

Comment [TN3]: Career progression

Comment [TN4]: Diverse and interesting personal section

Consulting/Entrepreneur

John Doe

The Tuck School • 100 Byrne Hall • Hanover, NH 03755 • (603) 646-1000 • john.doe@dartmouth.edu

EDUCATION

20xx - present **TUCK SCHOOL OF BUSINESS AT DARTMOUTH** Hanover, NH

Candidate for Master of Business Administration degree, June 20xx.

- 20xx-20xx Capital Markets and Macroeconomics Teaching Assistant.
- 20xx-20xx Consulting Club Co-Chair and Run for the Kids Race Coordinator.
- Student Consulting Services, Entrepreneurship Club, Soccer Club and Tripod Hockey.

Comment [TN1]: Leadership at Tuck

19xx- 19xx **HARVARD UNIVERSITY** Cambridge, MA

Bachelor of Arts, *cum laude*, Economics, June 19xx.

- Honors include 19xx Phi Beta Kappa election, 19xx Detur Book Prize for top 5% of first-year class and John Harvard Scholar for academic distinction in 19xx, 19xx, 19xx.
- Co-produced 150th annual Hasty Pudding Theatricals show. Managed budget of \$250,000 and supervised 60-person company.

Comment [TN2]: Academic Achievement

EXPERIENCE

Summer 20xx **BAIN & COMPANY, INC.** Boston, MA

Summer Associate

Member of team advising \$20+ billion business services division of large telecommunications company on future structure of business, focusing on strategic and competitive analysis.

- Performed employee, vendor and analyst interviews regarding network potential.
- Applied game theoretical and scenario analysis to potential competitor actions and responses.
- Recommended tactical and operational plans to transform business structure and services offered.

Comment [TN3]: Framed size of Organization

Comment [TN4]: Overview of responsibilities

20xx **SIRIUS SATELLITE RADIO INC.** New York, NY

Publicly traded satellite radio company (SIRI) that broadcasts 100 channels of digital quality radio for a monthly subscription fee. \$2 billion in funding raised. Retail launch in February, 20xx.

Financial Analyst, Corporate Finance Department

Member of team responsible for financial and strategic planning. Directed and supported Programming, IT and Special Markets Distribution departments. Reported to VP of Finance.

- Co-designed and built economic model used to manage all lines of business and raise funds.
- Structured and monitored business development programs, restructurings and partnerships. Renegotiated more than \$20 million in agreements, saving approximately \$5 million.

Comment [TN5]: Company description

20xx **FREELANCE CONSULTANT** New York, NY

- Researched, modeled, and co-wrote restructuring proposal in attempted \$55 million LBO of drugstore chain with more than 100 locations.
- Built securitization model and researched wireless industry for proposed \$250 million prepackaged bankruptcy of second largest paging provider in U.S.

20xx – 20xx **VEREX ENTERTAINMENT** Englewood, NJ

Startup company that develops, manages and produces music-based entertainment.

Vice President of Business Development

Developed strategy, performed financial modeling and facilitated client and partner relationships.

- Designed and executed band promotion with Teen.com, Planet Hollywood and New York radio station (WLIR). Supervised team of fifteen and reached more than 50,000 prospective customers.
- Negotiated Borders Books & Music tour and Macy's Thanksgiving Parade appearance for proprietary children's educational character, each valued in excess of \$100,000.

19xx – 20xx **MORGAN STANLEY & CO. INCORPORATED** New York, NY

Analyst, Investment Banking Division – Securitized Products Group

Pitched and executed balance sheet/restructuring strategies and asset-backed securitization transactions for banks, finance companies and utility companies.

- Executed more than 30 transactions, including record setting \$2.5 billion stranded cost deal.
- Managed and educated clients, modeled structural alternatives and cashflows, prepared marketing materials, negotiated with rating agencies and sureties, and drafted documents.

Comment [TN6]: Framed Scope of project

PERSONAL

- Avid snowboarder and runner (Boston, Burlington and Detroit marathons, Personal Best 3:10).
- Enjoy adventure travel, abstract painting and football (Harvard varsity kicker, 1994 - 1995).

Financial Services to Marketing

John Doe

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EDUCATION

- 20xx-present** **TUCK SCHOOL OF BUSINESS AT DARTMOUTH** Hanover, NH
Candidate for Master of Business Administration, June 20xx
- Robert Toigo Foundation Fellow, Tuck Merit Scholar, Goldman Sachs Camp Attendee
 - Finance Club, Cricket Club, Tuck African-American Business Association
- 19xx-20xx** **YALE UNIVERSITY** New Haven, CT
Bachelor of Arts in Economics, May 20xx
- Varsity Football Defensive Back: Three-year letter winner, 1999 Ivy League Championship
 - Legacy African-American and Jewish Student Alliance Co-founder and Vice President
 - Calvin Hill Day Care Center Teaching Assistant
 - Yale Club of New York City Scholar

Comment [TN1]: Scholarships

EXPERIENCE

- 19xx-20xx** **BANXCORP** New York, NY
Company assisting banks, thrifts, and finance companies in the sale of high-yield certificates of deposit and medium-term notes.
- Vice President (20xx-20xx)**
- Oversaw proprietary marketplace and served as chief liaison with corporate, institutional, and retail clients, generating \$2 million in placement fees.
 - Discussed changes in proprietary bank rate indices with deposit portfolio managers to support the re-pricing of CDs and money market accounts.
 - Supervised bank rate survey published weekly in The Wall Street Journal.
 - Interviewed by CNBC for a segment on retiree income, CDs, and fixed-income alternatives.
- Marketing & Sales Manager (20xx-20xx)**
- Supervised sales team offering banks and thrifts participation in proprietary deposit marketplace with annual transaction volume of \$140 million.
 - Led initiative to offer customized funding solutions to finance companies.
 - Developed and implemented marketing program for Ford Motor Credit debt that resulted in medium-term note sales of \$32 million in first year.
 - Provided strategic marketing direction for the redevelopment of flagship *banx.com* website.
- Intern (19xx)**
- Communicated with secondary marketing departments of money-center banks to gather information on jumbo CD yields.
 - Co-developed data feed used to price deposit and loan products.
- 1996-1998** **REFCO GROUP** New York, NY
Firm offering exchange-traded derivatives, managed futures, and foreign exchange to commodity trading advisers and hedge funds.
- Summer Trading Clerk**
- Performed trade reconciliation and portfolio profit-loss analysis.
 - Executed buy-sell orders with floor dealers at futures exchanges worldwide.
 - Conducted economic research on G7 countries and analysis comparing price-yield changes of sovereign debt.
 - Earned certifiable Series 3 Examination score at age 18.

Comment [TN2]: Company Description

Comment [TN3]: Career Progression

PERSONAL

- Visionary Pursuits Fellowship of the Bronx: Trustee and Treasurer (20xx-20xx).
- Interests include meditating, listening to jazz, weight training, and reading FDIC Call Reports.

Financial Services

John Doe

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EDUCATION

- 20xx-present **TUCK SCHOOL OF BUSINESS AT DARTMOUTH** **Hanover, NH**
Candidate for Master of Business Administration degree, June 20xx.
- Finance Club, Investment Management Club, Outdoors Club, Private Equity Club, Ski Club
- 19xx3-19xx **UNIVERSITY OF NOTRE DAME** **Notre Dame, IN**
Bachelor of Business Administration, Double Major: Finance and Computer Applications (CAPP).
- Coopers & Lybrand Diversity Dialogue; CAPP Honor Society; Frosh. Orientation Committee

EXPERIENCE

- Summer 20xx **PEPSICO, INC.** **Purchase, NY**
Summer Associate – Corporate Strategy & Development, Mergers & Acquisitions
- Evaluated strategic rationale and financial attractiveness for acquisition that would significantly increase PepsiCo's international beverage presence.
 - Supervised analyses, collaborating with local Pepsi International and Pepsi Bottling Group teams in multinational project team effort, from which formal recommendation was made to senior management.
 - Presented results of project to 15-member Corporate Strategy & Development Team.
- 20xx-20xx **MORGAN STANLEY VENTURE PARTNERS** **Menlo Park, CA**
Associate – Venture Capital/Private Equity Division
- Evaluated, executed, and monitored expansion-stage investments for \$1.2Bn venture capital / private equity fund focused on healthcare and technology companies.
 - Prospected for new investment opportunities, conducted market, competitive, regulatory, intellectual property and technological due diligence, prepared investment memoranda and built consensus for partnership investment committee approval.
 - Worked closely with senior management of five portfolio companies. Experience included quarterly evaluation of strategic alternatives and internal partnership reporting.
 - Defined strategies for future portfolio investments and for maximizing value in the existing portfolio.
 - Worked directly with General Partner in a two-tiered group structure.
 - Completed five new and follow-on financings totaling ~\$20M in invested capital.
- 19xx-20xx **MORGAN STANLEY & CO.** **Menlo Park, CA**
Senior Analyst – Investment Banking Division
- Analyzed client financial statements and projections; created financial models for mergers, restructurings, buyouts, divestitures and financing alternatives; developed industry comparable analyses; and drafted fairness opinions and board presentations.
 - Completed six M&A advisory deals totaling ~\$18Bn, and managed six financings raising \$1Bn in capital.
 - Shepherded over five management teams on financing and investor relations road shows as single team representative from lead-managing firm.
 - Received formal sponsorship for Advanced Career Program ("ACP") – to enter Associate rotation program.
 - Responsible for Notre Dame, Stanford, and UC Berkeley analyst recruiting teams.
 - Achieved first tier rank (Top 10%) in performance reviews for each annual evaluation period.
- 19xx-19xx **ARTHUR ANDERSEN LLP** **San Francisco, CA**
Senior Consultant - Technology Audit & Business Consulting Group
- Facilitated strategic merger integration discussions and performed detailed business/system analysis for newly formed, multi-billion dollar Network Hardware/Software Manufacturer Alliance.
 - Designed and rolled-out IT system and process improvements in Accounting and Finance departments for billion dollar Broadband Internet Communications Provider.
 - Led company-wide Accounting/Finance dept. training at billion dollar Media Storage Device Manufacturer.
 - Received promotion to Senior Consultant in two years (standard three).

PERSONAL

- Activities:* Ford Sayre Youth Ski Program, BUILD Youth Business Incubator, Rebuilding Together
- Interests:* Int'l Travel, Marathon Running, Reading, Skiing, Fly-fishing, and the Seattle Mariners

Comment [TN1]: Scope of Company

Comment [TN2]: Quantify where possible

Comment [TN3]: Achievement

Comment [TN4]: Achievement

General Management/Strategy

John Doe

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EDUCATION

20xx - present	TUCK SCHOOL OF BUSINESS AT DARTMOUTH Candidate for Master of Business Administration degree, June 20xx Tuck Student Consulting Services, Investment Club, Men's Hockey	Hanover, NH
19xx – 19xx	DARTMOUTH COLLEGE Bachelor of Arts degree in Government, <i>summa cum laude</i> , June 19xx German Club, Intramural Hockey, Student Workshop	Hanover, NH

EXPERIENCE

Summer 20xx	SELECT COMFORT <i>Intern</i> Structured and led the “Accelerated Delivery” project, an effort to reduce order lead times. <ul style="list-style-type: none">Identified and prioritized opportunities to reduce order lead time averages and variation through the quantitative assessment of 250,000 orders and qualitative discussions with a broad range of employees.Analyzed and recommended structural changes to generate improvements, including 7 day order fulfillment (implemented in August '0x) and a restructured order entry department (in progress).Refocused the company on lead time predictability and consistency over absolute speed.	Minneapolis, MN
19xx – 20xx	PRICEWATERHOUSECOOPERS <i>Consultant</i> Designed process and technology solutions to shape and support business strategy, inform decision making and improve productivity. <i>Leadership</i> <ul style="list-style-type: none">Pitched a process improvement opportunity to the CFO of a Fortune 500 publishing company generating 2,500 hours of additional work. Led a team of 4 consultants and 20 client staff to design and implement the solution.Spearheaded the rollout of PeopleSoft e-Procurement to an investment bank's Asia-Pacific entities. <i>Process Improvement</i> <ul style="list-style-type: none">Guided a regional bank through key e-procurement decisions including approvals and workflow.Advised a large energy distribution and trading company on best practice e-procurement processes.	Boston, MA
19xx – 19xx	THE LUCAS GROUP <i>Associate Consultant</i> Developed strategic business solutions for a core group of private equity and Fortune 100 clients. Assisted with business development and internal operations. <i>Strategy</i> <ul style="list-style-type: none">Redirected the go-to-market strategy for a Milan, Italy based confectionery company. Recommended the restructuring of agent relationships based on a profitability and effectiveness analysis. Planned the geographic deployment of the new salesforce based on a gap analysis of sales potential.Assessed the market opportunity for a group of entrepreneurs. Profiled service demand including seasonality, product mix and the role of discounts. Integrated third-party demographic data to segment customers and model site revenues. The entrepreneurs proceeded and the company now has 30 stores. <i>Financial Analysis</i> <ul style="list-style-type: none">Evaluated the viability of a trucking company's business model. Created an activity-based costing model to give visibility to true operating costs. Analyzed the round-trip profitability of key customers and built an interactive pricing model to show real-time profit implications of rate and route decisions.Prepared a product and channel profitability analysis of the German pet products market to support pricing and distribution strategy recommendations for a German manufacturer.	Waltham, MA

PERSONAL

- Habitat for Humanity Global Build in Dibbyanagar, Nepal, Spanish classes in Oaxaca, Mexico and German studies in Mainz, Germany.
- Enjoy traveling, photography, road biking, classic literature and current events.

Comment [TN1]: Positions group by function/attribute

Marketing

John Doe

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EDUCATION

- 20xx - Present **TUCK SCHOOL OF BUSINESS AT DARTMOUTH** Hanover, NH
Candidate for Master of Business Administration degree, June 20xx.
Biotech Club, Consulting Club, Armed Forces Club, Men's Tripod Hockey, Tuck Board Fellow.
- 19xx - 19xx **UNITED STATES MILITARY ACADEMY** West Point, NY
Bachelor of Science, Computer Science.
Upsilon Pi Epsilon (Computer Science Honor Society); Student Conference on US Affairs (Chairman, European Round Table); Sandhurst Competition (Top 4 team); Platoon Leader; Company Information Systems Officer.

EXPERIENCE

- Summer 20xx **CENTOCOR, INC. (A JOHNSON & JOHNSON COMPANY)** Wayne, PA
Summer Intern, Global Biologics Strategic Marketing
 - Managed market research to define optimal delivery system for Phase III clinical trials and quantify commercial impact of novel delivery system on revenue forecasts.
 - Assessed differentiation strategies for \$1 billion biologic drug launch.
- 20xx - 20xx **GENERAL MILLS, INC.** Minneapolis, MN
Associate Marketing Manager (Post-MBA Position)
Baking Products Division, New Products: Led cross-functional team in new product planning including next generation concept development, total product offering refinement, and launch preparation.
 - Managed initiation, development, and launch of *Betty Crocker Complete Desserts* in 19 weeks (vs. standard 8-12 month timeline) with estimated annual sales of \$24 million.
 - Negotiated \$800,000 cost savings with external supplier that enabled successful product launch.
 - Selected to develop curriculum for and train new MBA marketing hires.*GCom Division, Hispanic Marketing:* Developed strategic plans, positioning strategy, and marketing execution for brands in the Meals Division, Pillsbury Foodservice Division, and Big G Cereal Division.
 - Developed Hispanic marketing plans for four of the largest cereal brands in the company.
 - Assessed joint venture and acquisition viability of Hispanic food manufacturers.
 - Led upgrade of corporate ethnic-focused education materials including consumer insights, strategies, and account level consumer promotions.*Snacks Unlimited Division, Kids' Snacks Unit:* Created strategic plans, advertising, and marketing execution for Fruit Roll-Ups (\$55 million in annual sales.)
 - Launched two new products with estimated annual sales of \$11 million.
 - Developed advertising strategy and supervised creative execution of breakthrough television campaign.
- 19xx - 20xx **UNITED STATES ARMY** Fort Bragg, NC
Headquarters Company Executive Officer/Mortar Platoon Leader/Tank Platoon Leader
Held positions of increasing responsibility in organizations of up to 350 personnel in peacetime and hostile environments. Promoted twice with final rank of captain.
 - Completed Ranger School, Infantry Officer's Advanced Course (Commandant's List), Combined Arms and Services Staff School.
 - Ranked as "one of the top three lieutenants (of 27) in the battalion."
 - Awarded Army Commendation Medal for meritorious service in maintenance operations, training deployments, and as acting company commander.
 - Led platoon to win "Best Mortar Platoon" in live-fire and simulated combat exercise.
 - Led 16-man tank platoon on peacekeeping missions in Bosnia, including reaction force and weapons inspections.
 - Planned and executed a live-fire training program that resulting in a "Distinguished" unit rating (highest rating possible) during two evaluated exercises.

PERSONAL

- Marathon running (Paris, 19xx; Twin Cities 20xx); Fly-fishing; Personal Investing
- German (intermediate); French (beginner)

Comment [TN1]: Scope of client

Comment [TN2]: Position summary

Comment [TN3]: Quantifiable achievements

Comment [TN4]: Leadership/Achievement

Comment [TN5]: Language Abilities

Military to Financial Services

John Doe

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EDUCATION

20xx-present	TUCK SCHOOL OF BUSINESS AT DARTMOUTH Candidate for Master of Business Administration degree, June 20xx Armed Forces Alumni Club, Hockey Team, Finance Club, Tuck Volunteers	Hanover, NH
20xx-20xx	PRINCETON UNIVERSITY Master of Engineering in Operations Research and Financial Engineering Full-tuition Coast Guard fellowship for superior performance and leadership potential	Princeton, NJ
19xx-19xx	UNITED STATES COAST GUARD ACADEMY Bachelor of Science with Honors in Operations Research Two-year Captain of hockey team. Class Alumni Development Officer. Baseball player	New London, CT

Comment [TN1]: Other Advanced Degree & Award

EXPERIENCE

20xx & 20xx	US COAST GUARD HEADQUARTERS (WORKFORCE FORECASTING) <i>Personnel Officer:</i> Developed management policies for the Coast Guard's 7500 officer workforce; wrote policy proposals for the Commandant (CEO) and routinely briefed the Human Resource Director <ul style="list-style-type: none">Designed plan to meet the steepest non-draft expansion demands in CG history by building advanced computer models to identify critical accession and retention points. 11% growth in three yearsLed a cross-functional team to develop and implement US law changes that decreased attrition by 15%, enhanced performance incentives, and increased promotion board flexibilitySelected to serve as one of the Coast Guard's five White House Military Social Aides; part of a joint military team that assists the First Family during official functions at the White House	Washington, DC
20xx	US COAST GUARD PATROL FORCES SOUTHWEST ASIA <i>Patrol boat squadron serving in Operation IRAQI FREEDOM as part of the international naval coalition</i> <i>Executive Officer:</i> 2 nd in Command; led daily administration; managed \$11.1M budget and six crews totaling 165 people, including officers with significant linear seniority; volunteered for position <ul style="list-style-type: none">Defended supertankers and Iraqi oil terminals from terrorists, which allowed uninterrupted flow from Iraq's largest revenue source and enabled the repair of a second major terminal, doubling off-shore export capacityInterdicted 14 smuggling attempts; helped establish first post-Saddam maritime judicial proceedingsDesigned and implemented ground-breaking staffing and maintenance systems, which increased patrol boat output by 150% and cut overhaul costs by 40%One of 41 Lieutenants (out of over 2000) selected eligible for command of a sea-going patrol boat	Persian Gulf
19xx-20xx	US COAST GUARD CUTTER KODIAK ISLAND <i>110' patrol boat conducting Coast Guard missions in the Gulf of Mexico and Caribbean Sea</i> <i>Executive Officer:</i> 2 nd in Command; directed daily administration; managed 18-man crew and \$110K budget <ul style="list-style-type: none">Conducted 22 search and rescue missions; rescued 81 people in distress and saved over \$2M in propertyProsecuted 44 law enforcement cases; arrested three drug smugglers and repatriated 55 illegal aliensImplemented web-based procedures that decreased administrative workload by 50%Chosen from over 3500 junior officers to address the CG Academy's student body on career development	St. Petersburg, FL
19xx-19xx	US COAST GUARD CUTTER FORWARD <i>270' ship conducting Coast Guard operations in the North Atlantic Ocean and Caribbean Sea</i> <i>Department Head and Deck Watch Officer:</i> Led 21-member department operating/maintaining ship's boats, aviation equipment, hull, and decks; managed \$52K budget; directed 100-person crew during at-sea missions <ul style="list-style-type: none">Led over 75 vessel boardings, which resulted in multiple alien repatriations and drug/vessel seizuresGuided department to the first error-free readiness inspection in over 260 reviews in ship's class historyOrchestrated an innovative hangar renovation that reduced project costs by 80% and saved 20% of budgetOne of 16 Lieutenants Junior Grade (from over 1000) selected eligible for command of a coastal patrol boat	Portsmouth, VA

Comment [TN2]: Recognition

PERSONAL

- Over 4 years experience mentoring youths. Surfside Middle School's (FL) 20xx Mentor of the Year
- Top Secret Clearance with special designation for Presidential Proximity
- Sailed 295' square-rigged ship in a European Tall Ship Festival and during a trans-Atlantic voyage
- Helped develop a new pumpkin breed ("Tom Fox") on my family's farm

Comment [TN3]: Interesting Personal Item

Non-traditional to Consulting

Jane Doe

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EDUCATION

20xx - Present **TUCK SCHOOL OF BUSINESS AT DARTMOUTH** Hanover, NH
Candidate for Master of Business Administration degree, June 20xx
• Awarded full merit-based scholarship for second year

19xx - 19xx **BROWN UNIVERSITY** Providence, RI
Bachelor of Arts, International Relations, May 19xx
• Study abroad in France at Université de Grenoble and Université de Paris III and IV (Fall 199xx)

Comment [TN1]: Study Abroad

EXPERIENCE

Summer 20xx **THE TIMBERLAND COMPANY – CONTINUOUS IMPROVEMENT** Boston, MA
Consults internally on a range of strategic projects, including business planning and operational improvement
Project Manager, Marketing Plan for New Product Offering
• Developed long-term marketing and product strategy for new line of eco-friendly footwear & apparel
– Liaised in product development process to achieve expected initial launch date of Spring 20xx
• Researched and segmented market, identified target consumers, and proposed marketing mix
• Drafted consumer survey and conjoint analysis to determine how consumers make trade-offs for organic products
• Analyzed co-branding partnership opportunities, and aided in preparing CEO for meeting with one potential partner

Comment [TN2]: Description of group

20xx - 20xx **SHACKLETON SCHOOLS, INC. – MARKETING & DEVELOPMENT** Boston, MA
Offers innovative, experiential, high school curriculum to struggling teens and provides substantial scholarship support
Director of Foundation and Corporate Relations
• Spearheaded grant funding process, identifying key projects and communicating strategy, timelines and budgets
– Raised \$348,033 (20% of funds raised) in fiscal year 20xx, an 8% increase over 20xx despite market decline
• Led planning and marketing for CIBC Miracle Day, Shackleton's second largest fundraising vehicle
– Directed recruitment of 82 fund managers to trade on our behalf, a 300% improvement over 20xx
• Directed strategy for donor database marketing, leading implementation of new data management software
• Upgraded analysis of fundraising efficacy, guiding CEO to most profitable opportunities
– Cut direct mail costs by 50%, saving over \$10,000 per year, and improved return on new donors by 25%
• Promoted twice over 18 months

Comment [TN3]: Quantifiable results

19xx - 20xx **MORGAN STANLEY – INVESTMENT BANKING DIVISION, DEBT CAPITAL MARKETS** New York, NY
Proposes and executes fixed income capital raising and liability management strategies for corporate clients
Financial Analyst
• Analyzed client funding needs, recommended fixed income products, and devised customized new issue strategies
• Led creation of marketing materials used by entire Investment Banking Division in sales pitches
• Executed numerous transactions with internal, cross-functional teams and diverse clients, including:
– \$500mm 5-year initial bond offering for Interpublic Group, first advertising firm to issue public debt
– £175mm 16-year sterling bond for La Poste, the French postal service, during assignment in London
• Assumed leadership role in recruiting and training of first-year analysts
• Offered promotion to Senior Analyst and earned highest possible marks on performance reviews

Comment [TN4]: Achievement

LEADERSHIP & SERVICE

- *Board Member*, Tuck Women in Business Club, lead alumni relations effort, elected by peers (20xx-20xx)
- *Race Crew Volunteer*, U.S. Ski Team National Championships at Alyeska Resort, Alaska (20xx)
- *Community Service Award*, 50+ hours of community service at Tuck, including at Everybody Wins! (20xx-20xx)
- *Friends Committee Member*, fundraising committee for the Boston Center of Adult Education (20xx-20xx)
- *Core Committee Representative*, Morgan Stanley Analyst Council, elected by peers (20xx-20xx)
- *Captain*, Brown University Alpine Ski Team, team ranked 11th of 170 teams in U.S.C.S.A. (19xx-19xx)
- *Academic Advisor*, Brown University first-year students (19xx-19xx)

Comment [TN5]: Additional section

PERSONAL

- Ran New York Marathon in 2002 and improved time at London Marathon in 20xx
- Traveled Southern Africa, Egypt, China, Peru and Ecuador – mountain biked down 20,000-foot Cotopaxi volcano