Booth Resume Formatting 101

This is an example of a resume format that **complies with all Booth resume requirements**. Once in this structure, you can focus on content and tailoring to a specific function and/or industry for internships. This will highlight accomplishments and focus recruiters attention – avoiding extra effort to search for key skills/experience.

Correct Resume Format

BRUCE B. WAYNE
5807 S. Woodlawn | Chicago, IL 60637
(312) 555-7625 | BWayne@ChicagoBooth.edu

EDUCATION

THE UNIVERSITY OF CHICAGO BOOTH SCHOOL OF BUSINESS — Chicago, IL
Master of Business Administration, Concentrations in Strategic Management and Economics — June 2011
- Active member of the Corporate Management and Strategy Group, High-Tech Group and Net Impact Group
- Rath Foundation Merit Scholarship recipient
- GMAT: 710 (93rd percentile)

THE UNIVERSITY OF KANSAS — Lawrence, KS
Bachelor of Science in Business, Accounting and Business Administration — June 2002
- Graduate of the University's College Honors Program, FEEA merit-based scholarship recipient
- 1 of 8 Introductory Accounting Teaching Assistants selected from a class of 100, Rodney A. Kessler Scholarship recipient
- Studied abroad at the London School of Economics, Summer 2001

EXPERIENCE

NAVTEQ — Chicago, IL/Eindhoven, Netherlands
Manager – Finance, Business Planning and Development — April 2007 – August 2009
- Advised senior leadership team on financial return assessment for new products and long-term growth strategies, including M&A. Directed financial planning and analysis for nine global Divisions with annual budgets of $140M, managing a team of six. Developed NA Sales Finance team of four from scratch.
- Created Five Year Plan and business model framework – used for IPO filing and strategic planning.
- Implemented and facilitated bi-monthly CEO/CFO review for prioritization process of $80M product development project portfolio. Improved cross-functional coordination and resource planning, aligning top corporate initiatives with strategic objectives, reducing expenditures 10%.
- Spear-headed talent management for the U.S.-based Finance team, including candidate sourcing and selection, on-boarding, training in department processes and operations, performance management, and coaching. Hired 4 Financial Analysts and 5 summer interns.

SPRINTNEXTEL CORPORATION (formerly Sprint Corporation) — Overland Park, KS/Reston, VA
Finance Project Manager, Financial Analyst, Sr. Auditor (Internal Audit) — July 2002 – April 2007
- Selected for Financial Management Development Program based on achievement and leadership potential (top 1% in Finance). Rotations included: Consumer Services Group Long Distance Finance, Corporate Financial Reporting, and Procurement Re-engineering team.
- Member of team driving re-engineering of Procurement business processes and organization re-design as part of an enterprise-wide Finance transformation program. Led $25M business case development to support approval for the implementation of a single, enterprise-wide purchasing system, consolidation of warehousing operations, and organization restructure.
- Led financial analysis of strategic investments for over $100M in capital for new network and systems deployment. Improved sales opportunity and pricing evaluation process, increasing revenue 25% and reducing approval cycle time 80% for international wholesale long distance business unit. Streamlined sales opportunity evaluation process and implemented new delivery model to improve Finance support to Sales.

ADDITIONAL INFORMATION
- Founder and President of the Kansas City Chapter of the Executive's Golf Association, chapter has membership over 300
- Avid traveler (visited 46 U.S. states, including Alaska and Hawaii), hiked South-Central France based on the intrigue of Michael Crighton's book *Timeline*, photographer and sports enthusiast (caught foul ball in 1980 World Series)

R1 — **Resume in Standard Booth template**

R2 — **Resume is ONE page**

R3 — **Font size is AT LEAST 10pt**

R4 — **Font style is one of the Booth standards** (Arial, Calibri, CG Times, Courier or Times New Roman)

R5 — **Margins are AT LEAST ½"**

R5 — **Chicago Booth email is used**

RECOMMENDED CHANGES - COMPLETED

O1) SCHOOL/DEGREE NAME - Correct official name of the school "The University of Chicago Booth School of Business" – and degree "Master of Business Administration" are used

O2) ADDITIONAL SECTION - Additional section added with bullets relating to hobbies/interests reflecting personality/passions and relevant to your future career

O3) CONSISTENCY IN ABBREVIATIONS – Abbreviations are consistent (e.g., Jun, Sep, Oct, OR June, September, October)

When your resume **does not comply** with Booth's E-Resume formatting guidelines, it cannot be included in Resume Book for internships. The following example demonstrates 6 changes that are required to comply with guidelines, as well as 3 additional recommendations. Why is this important? Recruiters have come to expect consistent formatting for Booth resumes and it aids their ability to quickly identify your experience, skills and interests that match the role in their organization.

Incorrect Resume Format

BRUCE B. WAYNE

5807 S. Woodlawn
Chicago, IL 60637

Phone: (312) 555-ROCK
Email: bruce@yahoo.com

BUSINESS PLANNING AND FINANCIAL MANAGEMENT

[...] company finance experience / Public and Private corporations with $300M to $15B in revenues [...] wth and established businesses / Turnaround and distressed environments

[...] and US firms, building, strengthening, and leading finance transformations and delivery of key [...] d private companies in various turnaround, stable, and high growth situations. Demonstrated [...] team intricacies of complex industries and make immediate improvements in cash flow, processes, reporting, controls, and organization.

Comprehensive, in-depth experience across corporate finance, accounting, procurement, and IT functions. Demonstrated hands-on management in the development and implementation of strategic plans to ensure company growth and profitability improvement. Proven project management and business development skills with decision makers at executive levels.

Business Planning and Financial Management Strengths:
- Strategic planning and implementation
- Finance transformation/strategy
- Cost savings implementation
- Process evaluation/improvement
- Financial reporting/management information
- Budgeting and planning
- Program/project management
- Decision support/prioritization
- Negotiations
- Operations management
- Internal audit
- Organizational re-design

PROFESSIONAL EXPERIENCE

NAVTEQ (www.navteq.com)   Apr 2007 - August 2009
Manager – Finance, Business Planning and Development
- Advised senior leadership team on financial return assessment for new products and long-term growth strategies, including M&A. Directed financial planning and analysis for nine global Divisions with annual budgets of $140M, managing a team of six. Developed NA Sales Finance team of four from scratch.
- Created Five Year Plan and business model framework - used for IPO filing [...] planning.
- Implemented and facilitated bi-monthly CEO/CFO review for prioritization pro[...] product development project portfolio. Improved cross-functional coordination and resource planning, aligning [...] corporate initiatives with strategic objectives, reducing expenditures 10%.
- Developed an internal training course, hand-selected by HR Training Director, "Finance 101: Financial Management for Non-Finance Managers" and delivered the course to two groups domestically and abroad.
- Spear-headed talent management for the practice, including candidate sourcing and selection, on-boarding, training in practice methodology and operations, performance management, and coaching.

SPRINT CORPORATION (www.sprint.com)   Jul 2002-Apr 2007
Finance Project Manager, Financial Analyst, Sr. Auditor (Internal Audit)
- Selected for Financial Management Development Program based on achievement and leadership potential (top 1% in Finance). Rotations included: Consumer Services Group Long Distance Finance, Corporate Financial Reporting, and Procurement Re-engineering team.
- Member of team driving re-engineering of Procurement business processes and organization re-design as part of an enterprise-wide Finance transformation program. Led $25M business case development to support approval for the implementation of a single, enterprise-wide purchasing system, consolidation of warehousing operations, and organization restructure.

R1 **Resume not in Standard Booth template**

R3 **Font size is too small (must be AT LEAST 10pt)**

R4 **Font style is not one of the Booth standards**
(Arial, Calibri, CG Times, Courier or Times New Roman)

O3

BRUCE B. WAYNE

Page 2

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O1

EDUCATION

CHICAGO BOOTH - Chicago, IL
Master of Business Administration - Economics, Finance, and Strategy (2011)

UNIVERSITY OF KANSAS - Lawrence, KS
Bachelor of Science in Business - Accounting and Business Administration, College Honors Program (2002)

LONDON SCHOOL OF ECONOMICS - London, UK
International Summer School in Economics (2001)

R5 **Margins must be AT LEAST ½"**

R2 **Can only be ONE page**

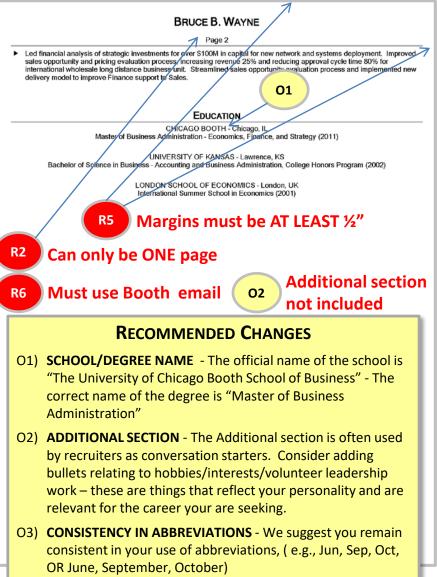**R6** **Must use Booth email**

O2 **Additional section not included**

RECOMMENDED CHANGES

O1) **SCHOOL/DEGREE NAME** - The official name of the school is "The University of Chicago Booth School of Business" - The correct name of the degree is "Master of Business Administration"

O2) **ADDITIONAL SECTION** - The Additional section is often used by recruiters as conversation starters. Consider adding bullets relating to hobbies/interests/volunteer leadership work – these are things that reflect your personality and are relevant for the career your are seeking.

O3) **CONSISTENCY IN ABBREVIATIONS** - We suggest you remain consistent in your use of abbreviations, (e.g., Jun, Sep, Oct, OR June, September, October)

Booth Resume Formatting 101
Preparing your resume for summer internship recruiting involves two steps. First, prepare your resume to comply with Chicago Booth's formatting requirements (and recommendations). Second, further polish your resume by focusing on content. If you have specific questions, speak to a Career Coach or Career Advisor.

First, to format your resume…	Use resume template as a guide/foundation
Then, to edit/refine formatting…	**Follow these steps:**
1 Delete non-standard content	In incorrect example, section between contact information and Professional Experience
2 Include three sections and order properly	1. EDUCATION 2. EXPERIENCE 3. ADDITIONAL (or ADDITIONAL INFORMATION)
3 Include 2-5 bullets for Additional section	Include initial content, mostly for initial pass on spacing/page length

4   Ensure formatting is appropriate:
  a) Font style
  b) Font size
  c) Paragraph and line spacing
  d) Margins
	a) Select Arial, Calibri, CG Times, Courier, or Times New Roman
	b) Set between 10-12pt font – can adjust later to fit to 1 page
	c) Set paragraphs before/after to "0", set line to "single" – can adjust later
	d) Set all at ½" – can adjust later to center on page

5 Confirm resume is 1 page	If not, can address in content – fewer bullets, more concise wording
6 Include Chicago Booth email address	Add Chicago Booth email address and delete any other (e.g., do not use Yahoo, Gmail, etc.)
7 Include correct institution and degree names	a) The University of Chicago Booth School of Business b) Master of Business Administration c) Check others via institution websites and/or consult with Career Coaches and Career Advisors
8 Review/edit all abbreviations	Be consistent throughout resume – Common examples: a) Months (Jun or June or 6) b) Years (2010 is preferable versus '10) c) Numbers ($ or USD, million or M or MM or m, percent or %)
9 Review/edit for consistent use of CAPS	Education Institution Names and Company Names – ALL CAPS or Title Case
Second, fine tune content	**Refine bullets to target internship function/industry** **Reference the "Resume" section on the Career Services page of Intranet**