RESUME TEMPLATE CHECKLIST

MBA HILDEBRAND

General

- ☐ 1 page preferred (2 pages acceptable only if you have 5+ years of experience)
- ☐ Standard business fonts: Calibri, Arial, or Times New Roman; 10-12pt body text
- ☐ Margins: ½ to 1 inch wide on each side; No text should extend past the employed dates (right aligned)
- ☐ Section Titles: 10.5 bolded font
- ☐ Consistent formatting throughout with clear visual hierarchy
- ☐ Professional appearance – no photos, graphics, or excessive colors
- ☐ Save as PDF to preserve formatting
- ☐ Proofread carefully – typos can undermine your application

Header

- ☐ Name: 14-point bolded font, prominent at top; use the name you go by professionally
    - If Multiple Names: First Legal Name "Preferred Name" Last Name (Ex: Xijing "Anna" Chen)
- ☐ Contact Information: Professional email, phone number, LinkedIn URL (remove hyperlink)
- ☐ Location: City and state (no full address needed)
- ☐ Remove: Objective statements, "References available upon request"

Education Section

- ☐ List degrees in reverse chronological order (most recent first)
- ☐ Bold: University names and degree types
- ☐ Graduation date on the right-hand side of the page, aligned against the margin
- ☐ Honors: Dean's List, Latin honors, merit scholarships, academic awards
- ☐ (Optional) GPA X.XX ; (Optional) GMAT XXX
    - Only list GPA if 3.5 or higher; Only list GMAT score if 700 or higher

Professional Experience Section

- ☐ List employers in reverse chronological order with no gaps in employment
- ☐ Bold: Name of employer, position title, dates of employment
- ☐ State: Abbreviated; all caps
- ☐ (Optional) Company descriptions, brief, italicized descriptor for lesser-known companies
- ☐ Bullets: Task > Action > Results/Impact (qualified when possible)
- ☐ 2-4 bullet points maximum for each role; No periods at the end of bullets
- ☐ No bullet should span more than 2 lines – be concise
- ☐ Begin bullets with powerful, past-tense action verbs and use verbs ending in -ing sparingly (led, developed, implemented, increased)
- ☐ **Quantify everything possible:** revenue growth, cost savings, team size, budget managed, efficiency gains, customer satisfaction improvements, etc.
- ☐ Number Guidelines:
    - Spell out numbers 1-9; use numerals for 10 and above
    - Use % instead of "percent"
    - Use $K for thousands; $M for millions
    - Include currency conversions if needed
- ☐ If multiple positions with the same employer, put total years with the company to the right and break out years in each position next to the position title

Additional Sections

Include 4-5 bullet options that are differentiators, relevant to function or industry interests

- ☐ Recommended options:
    - Community leadership (board positions, volunteer roles, nonprofit involvement)
    - Professional organizations, including memberships, leadership roles, and committee participation
    - Awards and recognition, such as industry awards, company recognition, or community honors
    - Entrepreneurial ventures (side businesses, consulting work, independent projects)
    - Technical skills or computer languages: CPA, CFA, PMP, R, Python, SQL, C#, C++, HTML, Visual Basic, etc.
    - Language Skills: English is assumed, don't include; utilize basic, intermediate, advanced, and native to describe your language speaking/writing skills. Ex: Spanish (Native)
    - Keep concise: 3-5 lines maximum for this entire section