

RUTGERS BUSINESS SCHOOL RESUME FORMAT

SAMPLE RESUME

Rutgers e-mail account only!

Name: capital letters, **in bold**

JANE DOE

210 Mulberry Street, Apt. 2B
Newark, NJ 07102
Tel: 973-353-1212
E-mail: jd200@rbs.rutgers.edu

Address, phone
number, e-mail:
plain type, centered.

Plain type, left justified.

Education: **RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY** Newark, NJ

Rutgers Business School

Master of Business Administration, May 2011
Specialization in Finance

- GPA 3.5
- President, Finance and Investment Club
- Member, Rutgers Women in Business
- Co-Chair, Rutgers Charity Ball

School name
listed *under*
Rutgers **in bold**

Company name: all
capital letters, **bold**.

CORNELL UNIVERSITY

Ithaca, NY

Bachelor of Science, Chemical Engineering, May 1996

- Recipient, Jeremy S. Barnum Scholarship for academic excellence and community service

Experience:
2000-2003

GLENDALE BURKE & ASSOCIATES, LLC

New York, NY

Project Manager

- Strategized with senior partners about viability of e-commerce consulting practice, including billing projections, industry penetration and modes of compensation.
- Prepared weekly briefings for team members on status of ongoing projects, new business development initiatives and billings-to-date.
- Collaborated with clients' Chief Technology Officers to map out e-commerce strategies.
- Assisted Kenwood AutoParts, Inc., \$15M used-parts retailer, to devise online strategy that moved inventory procurement online, saving over \$3M annually.
- Received Peer Award for providing exceptional leadership to project team.

Job title: **bold** type.

City and
state: plain
type, right
justified.
Abbreviate
state.

1998-2000

Senior Consultant

- Documented best practices, including proper roles, technology, processes, costs and metrics to create knowledge database on online retailing.
- Instructed fellow consultants and clients in applied methodology and state-of-the-art coding language.
- Created matrix for analyzing profitability of clients and services offered, resulting in increased coverage of clients and 45% increase in client satisfaction.
- Led \$200,000 project to complete technical analysis of clients order-processing system to determine functional deficiencies and repair defects.

Bullet point
format. No
paragraphs.

Years: plain type,
left justified.
No months!

1996-1998

GRANT THORNTON, LLP

Pittsburgh, PA

Systems Consultant

- Developed turnkey Web module to enable small business clients to move online.
- Designed application to enhance interface between accounts payable and purchasing department of regional food processor, improving efficiency by 30%.
- Participated in ongoing application development training.
- Wrote manuals that enabled clients to become familiar with new applications.

Additional:

- Proficient in MS Office Suite
- Member, American Finance Association
- Fluent in Spanish

"Additional" must be on the same line as the first bullet point. Use Insert command to insert a bullet symbol, for this line only.

Font: 10.5-12 point, Times New Roman
Top, Right & Bottom Margin: = or
greater than .5"
Left Margin: = or greater than .5"
Left and Right Justified
One Page Only!!!