

First Name – Use your first name only (if you go by that name) or use your first name and your preferred name in brackets if you go by something other than your first name. For example: Michael Brown OR Michael (Mike) Brown; Shuang Zhu OR Shuang (Cindy) Zhu
Designation – Only include a designation if it is already earned e.g.: PMP, CFA, CPA, MA, PhD (leave off undergraduate degrees)

First Name (Preferred Name - optional) Last Name, Designation (Arial bold size 14)

(416) 123-5555 • email@rotman.utoronto.ca • LinkedIn URL (Arial size 9)

EDUCATION (ARIAL ALL CAPS size 10)

Rotman School of Management, University of Toronto, Toronto, Ontario (Arial bold size 10)

MBA Candidate, Year of Graduation

- Entrance Scholarship, Year (Arial size 10)
- GMAT; GPA
- Dean's List, Year
- Elected First Year Representative of X
- Participated in XX case competition
- Member of X Association or Y Clubs
- Completed The Marquee Group's X workshops, YEAR

Bulleted items should include all **education-related** achievements, awards, or activities at the University where you earned them:

- Award for..., Scholarship for...
- Rotman GPA (include if 3.50 or above with **2 decimal places – no rounding up**)
- GMAT (if above 700)
- Dean's List or class ranking
- Elected executive positions, associations, or clubs relevant to career goal
- Case competitions – include if you placed 1st, 2nd, or 3rd
- Marquee Group workshops; Data Manipulation, Financial Modeling I, II, III, IV

Earned Professional Development or Designation, City, Province or Country (Arial bold size 10)

(e.g., CFA Charterholder - CFA Institute, Charlottesville, Virginia, 2014)

Name of Undergraduate University, City, Province or Country

Degree, Year of Graduation

- Specialization in XXX
- Entrance Scholarship, Year
- Dean's Honour List, Year
- Elected Positions, XXX Student Group

Professional Development or Designation should be listed in one line

Use for CFA, CPA, PMP, post-graduate diploma, etc.

For example:

CFA Charterholder - CFA Institute, Charlottesville, Virginia, 2017

Passed CFA Level I - CFA Institute, Charlottesville, Virginia, 2018

CFA Level III Candidate - CFA Institute, Charlottesville, Virginia

You can add the month and year you passed an exam but not a date you 'expect' to pass. **Future dates are not permitted.**

EMPLOYMENT EXPERIENCE (ARIAL ALL CAPS size 10)

Name of Employer, City, Province or Country (Arial bold size 10)

Optional: Include a brief one line description of employer (in italics) if the employer is not well recognized in North America

Job Title, 2006 – Present (Start year and end year only; only include months if the experience was under one year)

- Led and performed competitive analysis of XXX leading to \$XXX development of XXX
- Initiated market segmentation study, involving XXX and XXXX; presented findings to CEO; recommendations adopted

Name of Employer, City, Province or Country

Job Title, 2004 - 2005

- Conducted a competitive analysis of XXX by leading to \$XX development of XXXX
- Introduced a product line valued at over XXX by.... increasing market share by XX% by Q3
- Managed the marketing and product launch of XXX, realizing over \$XX million in revenue
- Investigated a local and global XXX opportunity for new XXX technologies resulting in XXX

Work experience is listed in reverse chronological order

Name of Employer, City, Province or Country

Job Title, 2002 - 2004

- Conducted competitive analysis of XXX by..... leading to \$XXX development of XXX
- Introduced product lines valued at over XXX, increasing market share by XX% by Q3

- Bullet points are to showcase specific achievements and the skills that you used that are of interest to a target employer
- Do not list job responsibilities; instead, provide your best examples
- Use up to 3 lines, but do not use periods within or at the end of a bullet point
- Do not use personal pronouns

ADDITIONAL INTERESTS AND ACHIEVEMENTS (ARIAL ALL CAPS size 10)

- Completed 5 international marathons, including Boston (best time 3:21)
- Fluent in French; proficient in Cantonese
- Volunteer, Habitat for Humanity, 2015 - 2019
- Advanced in VBA, Java, SQL, VB Script, C++, SAS

For help, see the Resume Tips (DOC) on the Rotman Career Centre website → Prep → Personal Branding & Marketing → LEARN

Use either ADDITIONAL INTERESTS AND ACHIEVEMENTS or ADDITIONAL INTERESTS AND SKILLS

About this section – your bullet points:

- Should be interesting – but also relevant – to a target employer
- Should demonstrate your **personal** impact on community or social/professional associations
- Feature volunteer experiences, hobbies or interests that show leadership, perseverance, drive, stamina, excellence, or creativity
- Include association memberships pertinent to your target function/industry
- List noteworthy international travel/experience
- Include language fluency other than English, don't use the word "Native" and only include languages where you are fully proficient
- Include significant club memberships or varsity/intramural sports, prior to Rotman
- Avoid information or links that might offend or put off an interested employer
- Include technical skills that are relevant for your target function/industry; **only list those for which you have a working proficiency**