**Resume Format Checklist**

Your resume is a marketing document that showcases your value proposition. It is forward looking and highlights your relevant accomplishments and transferrable skills. It is NOT a laundry list of your previous responsibilities.

\_\_\_\_ My resume is **ONE** page only *(no exceptions)*

\_\_\_\_ All of my margins are a minimum of 0.5”

\_\_\_\_ I only used fonts Times New Roman or Arial

\_\_\_\_ My font is a minimum of 10 pt. and maximum of 12 pt. *(including name and contact information)*

\_\_\_\_ I did not overuse italics, underlines or bold

\_\_\_\_ I have sufficient white space

\_\_\_\_ My section headers are written as below and in this order:

EDUCATION

EXPERIENCE

ADDITIONAL *(this section is optional, but recommended)*

\_\_\_\_ I titled the school name properly: **UCLA Anderson School of Management**

\_\_\_\_ After M.B.A ., I have added “Full-Time Program”

\_\_\_\_ My contact information—name, address (optional), phone, email—is centered at the top of the
 resume

\_\_\_\_ I used my Anderson email address (*first.last.year@anderson.ucla.edu),* but it is not hyperlinked

\_\_\_\_ I varied my verbs at the beginning of each bullet

\_\_\_\_ My dates and locations are right justified

\_\_\_\_ My dates are in reverse chronological order

\_\_\_\_ In the Anderson section, I listed clubs I plan on joining and left space for leadership positions

**YOUR NAME**

Address *(Optional)*

City, State Zip *(Optional)*

Phone *(Required) |* first.last.20##@anderson.ucla.edu *(Required)*

LinkedIn Url/twitter handle *(Optional)*

**EDUCATION**

##### UCLA ANDERSON SCHOOL OF MANAGEMENT Los Angeles, CA

***M.B.A., Full-Time Program, Specialization, XXX GMAT*** *(if higher than 720 and valued by your desired industry)*June 20##

* *Honors:* ………………more……………… more……………… more………………
* *Leadership*: ………………more……………… more……………… more………………
* *Membership*: ………………more……………… ………………more……………… more……………… more………………

##### YOUR UNDERGRADUATE UNIVERSITY Location

B.A. (or equivalent), Major/Minor, X.XX GPA (if higher than or equal to 3.5, the Anderson average) Graduation Date

* *Honors:* ………………more……………… more……………… more………………
* *Leadership:* ………………more……………… more……………… more………………
* *Membership:* ………………more……………… more……………… more………………

& other relevant information about your undergraduate education

**EXPERIENCE**

##### MOST RECENT COMPANY/ORGANIZATION 1 Location(s) of Office

***Title A*** Dates of Employment

* Supervised a team of……………… more………and executed the 2-month project……… more……………… more………resulting in new projects from clients worth over $M ………
* Re-negotiated contracts with vendors worth over $MM ………………more…………. more……. which led to XX% increased profits YOY
* Developed new marketing strategy and implemented………… more ……… increasing market share by XX%...
* Other great things you have done……………… more……………… more………………

**Title B** Dates of Employment

* Established new processes ………………more……………… more……… reducing downtime by XX% more……………… more……………… more………………
* Led a team of ….. in designing and executing….………………more……………… more…………cutting costs by XX%
* Identified… more……and presented solutions to client’s senior management………… more………….. resulting in additional engagements worth $XXX,000 over 6 months….

**Title C** Dates of Employment

* Analyzed… and presented to senior management… implemented……………… more…………resulting in………… more… which will be implement in fall of 20##….
* Managed team of……………more……………… more… increasing revenue by XX% …more……………… more………………
* Other great things you did during the summer internship………………

##### NEXT RECENT COMPANY/ORGANIZATION 2 Location(s) of Office

***Title*** Dates of Employment

* Researched and developed… more……………… more………………resulting in first year revenues of $XXX,000
* Collaborated with……………… more……………… more……………… exceeding goals by XX%
* Created … more……………… more………………increasing productivity by XX%

**ADDITIONAL *THIS SECTION IS OPTIONAL, BUT RECOMMENDED (especially if it’s interesting)***

* *Certifications:* CFA, Series 63, ARGUS, Six Sigma Black Belt…
* *Languages:* Spanish, Farsi…
* *Software:* Java, Google Analytics, C/C++…
* *Volunteer Work:* … Memberships…
* *Interests:* Other interesting things that would start a conversation or demonstrate your interest in your target industry/function