



Writing Your Fisher Resume

Office of Career Management



THE OHIO STATE UNIVERSITY
FISHER COLLEGE OF BUSINESS

Build a Foundation (I)

Look for ways to connect the work experience you have to the work you want to do post-MBA.

First: Identify the job-specific skills (technical and functional) as well as the leadership skills that your future (post-MBA) career requires. You may want to read current job descriptions for the role(s) you are interested in to identify those skills.

Next: Make a list of the skills you have acquired. Include both leadership/soft skills and job specific skills (technical and functional).

Finally: Make a list of the skills that overlap – these are your transferable skills.

Job Skills

List the skills needed for the job you want

Your Skills

List skills from your prior work and leadership experiences

Build a Foundation (II)

Develop an accomplishment-focused resume that highlights your relevant, transferrable skills using results-oriented, bulleted statements. Example skills include:



Build a Foundation (II)

Develop **achievement-oriented** bullet points; each bullet point should include the following information:

Action: Start every bullet point with an action verb.

Task: Answer what you did, how you did it and why you did it.

Result: Answer how well you did it – what was the result, the benefit of your actions or the impact you made?

- Be sure to quantify results when possible. If you are not able to add numbers, use words that quantify your results to describe the impact you made.

Accomplishment-focused resumes include **achievement-oriented** bullet points. Below are examples of the differences between job description-like statements (*not good*) and achievement-oriented statements (*good*).

<u>Task-Oriented</u>	<u>Achievement-Oriented</u>
Wrote reports for clients.	Identified unique marketing solutions for retail client to defend against a <u>competitive launch</u> . (<i>analysis, creativity</i>)
Designed engine.	Led redesign of aircraft engine by analyzing key issues, worked with <u>cross-functional team</u> to identify solutions and managing timeline and budget. Resulted in improved engine efficiency and a 25% cost reduction. (<i>analysis, teamwork</i>)
Coordinated fundraising event.	Coordinated Sponsorship Committee for Children's Hospital Walkathon. Increased sponsorship funding by 15% by effectively recruiting and <u>motivating</u> sixteen volunteers, identifying new sponsorship opportunities and gaining commitment from three new sponsors. (<i>leadership, project management</i>)
Sold software in largest territory.	Increased revenue of largest US territory by 10% following three years of <u>decline</u> ; analyzed historical sales to identify gaps and trends then developed programs with major customers to meet their needs. (<i>analysis, problem solving</i>)
Worked at front desk of health club.	Built strong client relationships by providing friendly greetings, promptly answering calls and proactively identifying solutions to problems. (<i>communication, problem-solving</i>)
Managed team of four.	Developed and trained team of four direct reports, resulting in two promotions. (<i>teamwork, managing others</i>)



Create your resume

Office of Career Management



Resume Sections

- **Header:** Your name and contact information
- **Education**
- **Work experience**
- **Other experience:** Could include military experience, research experience, consulting projects, etc.
- **Additional information, professional development, community development, technical skills, etc.**

(See next slides for example sections. Note the way each section is formatted).

Resume Header and Education

Stu Benedict

123 Main Street • Columbia, SC 29204 • (555) 555-5555 • StuBenedict1000@gmail.com

EDUCATION

Benedict College

Bachelor of Science in Physics, Graduated Summa Cum Laude
GPA 3.9, Major GPA 4.0

Columbia, SC

May 2019

- President of Benedict College Honor Student Association *2017-2019*
- Vice President Benedict College Black Student Association *2018-2019*
- Captain, Benedict College Soccer Team; Most Valuable Player *2017*
- David H. Swinton Student Research Award; awarded to top honors graduate *2017*



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Experience

EXPERIENCE

Boston Consulting Group

Summer Consultant

Boston, MA

August 2021-Present

- Evaluated capabilities of research management department within \$12B client organization and proposed opportunities to optimize leveraged resources.
- Researched and analyzed client's \$5.1M spend on market data services and located redundancies which resulted in cost savings of \$1.13M.

Fermi National Accelerator Laboratory Services

Research Associate

Batavia, IL

June 2019-July 2021

- Analyzed current performance monitoring processes and added new process capability and documentation.
- Implemented performance monitoring tool used in Monte-Carlo simulations which increased efficiency by 8%.

The Ohio State University, Office of Diversity and Inclusion

Communications Intern

Columbus, OH

May 2018- August 2018

- Marketed and coordinated Fisher College's Key Bank Minority Business Case Competition, resulting in record employer participation.
- Designed and maintained dynamic website for the office and Black MBA Association.
- Collaborated with diverse student groups to develop and design marketing collateral in support of recruiting events.



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Military Experience

MILITARY EXPERIENCE

United States Marine Corps

San Diego, CA

Enlisted, Training Officer

June 2012 - July 2014

- Oversaw instruction, and evaluation of 36 cadets throughout a rigorous and challenging 30-day training event.
- Increased team morale and knowledge of diversity, equity, and inclusion topics by conducting academic lectures to groups of 250 individuals on 3 subjects.
- Managed a 24/7 training cycle to ensure effective personnel supervision, uninterrupted training performance, and responsive crisis management, which produced above average graduation rates.



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Additional Information

ADDITIONAL INFORMATION

- Proficient in MS Word, Excel, PowerPoint, Access, and most Adobe products
- Fluent in Spanish and French (writing and speaking)
- Volunteer, Donor Development – American Cancer Society, American Red Cross



Formatting

- Margins
 - Even on all sides, between .5-1 inch
- Font
 - Times New Roman
 - 10-12 font size
 - Your name should be bigger: 14-16 font size
- Style
 - Reverse chronological (most recent experience/education listed first going back to first experience post-college)
 - Include military experience if applicable
 - Use present tense action verbs in bulleted statements for current work experience
 - Use past tense action verbs for prior experiences
- Length
 - 1 page, ideally



What NOT to do

- No shading or graphics
- Don't write in the first person
- Don't exceed 1 page, ideally
- No more than 6 bullet points per experience
- Don't include your picture, height, weight, race or age
- Do not list references on your resume (or “available upon request”)



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