



ADMISSIONADO



THE ADMISSIONADO RESUME GUIDE

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WELCOME

... to Admissionado's MBA Résumé Guide! We know you're accomplished - but does your résumé tell that story at a glance? Are you unintentionally painting a picture of yourself that is sub-optimal? It happens more often than you might expect. And it happens to the most competitive applicants out there.

"Breathe. Just... breathe." As Master Skywalker implores. We're here to help.

In a given year, we spend thousands of hours working with individuals one-on-one to

- (1) Understand exactly who they are as people
- (2) Determine what their assets are as business school candidates, and
- (3) Develop the perfect way to capture all of that "correctly" (aka: clearly, convincingly, compellingly) on their résumés.

Now, you may have decided not to engage a consultant to perfect your résumé for a variety of reasons. Our hope is for this guide to be the most solid tool for folks in your camp.

This guide will walk you through some of the key strategies we have learned over the years, from basic formatting tips to more advanced techniques. We've even provided a few Before & After samples at the end to show you the distance in quality (in just a draft or two of editing). By the way, the authors of those sample résumés ended up at Wharton, HBS, and Booth, respectively.

Strengthen your profile, build a strong résumé, set your sights high, aim, and... **Fire**.

P.S. As good as this guide may be, the one thing it CAN'T do is physically talk back. We tried, but this is one selfish PDF. So, rather than draw attention to yourself in a café and shout at your computer screen, there's an easy alternative - get in touch! We have humans who can engage.

Call us: 866-409-4753, or email us: info@admissionado.com.

CHAPTER 1

What Makes a Great MBA Résumé?

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What Makes a Great MBA Résumé?

The secret to an MBA résumé is above all: clarity. Without clarity, all else is meaningless. But typically, this story of your ENTIRE professional life and your ENTIRE schooling is meant to fit on one single sheet of paper. That could be fifteen years worth of stuff! It's going to be a Battle Royale of profile elements and... words. Which elements stay? And how can we organize them and phrase the precious words in an economical and persuasive way?

Developing a truly great résumé demands skill and patience. For MBA applicants, it also demands a deep understanding of what business schools are **looking for**.

Let's dive in.

The Résumé: A Microcosm

MBA résumés are like mini-versions of your entire application. They should portray who you are, where you have worked, what you have achieved, what you have studied, and where you have volunteered. And, most importantly, all of this should somehow give the reader a sense of your trajectory (possibly even your goals).

If your résumé is *great*, it will become an anchor for your essays. Your résumé is your opportunity to lay down the facts; your essays provide an opportunity to write about the stuff in between the lines. The stuff that could never fit on a résumé. The transitions. If the résumé is the "what," your essays are the "why." Establishing the "what" is like pouring cement into a building's foundation. If it's shaky, everything else is vulnerable. Get it right, though, and you're in a position to build something sturdy.

Your résumé should highlight:

- ❖ **Leadership** - No surprise here. Business schools love leadership. Business schools teach leadership. So you should be putting all of the leadership experience you have in your past in this document. And highlighting it.
- ❖ **Results** - Résumés are nothing if not a catalog of your key achievements. Not responsibilities. Or projects. Or ideas. Achievements. With concrete, tangible results (that are hopefully impressive, even without elaboration).
- ❖ **MBA-Oriented Results** - Don't just feature any achievements, try to feature "MBA-related" achievements. Are you the best coder on your team? Have you saved a dozen patients in your hospital? Wonderful! But what do those say about your strength as an *MBA* candidate?

- ❖ **Career Development** - In the best résumés, you can read (sometimes between the lines) the history of a person's progress. You can see them move up the ladder (more rapidly than others), grow in position and in responsibility, and take on bigger and bigger challenges.
- ❖ **A Well-Rounded Profile** - The best résumés highlight the broadest possible profiles. Whether it's international experience, volunteer work, extra-curricular activities, patents, publications, startups, languages, skills, etc. From this single piece of paper, you need to come ALIVE as an interesting human being.
- ❖ **"Other" Interests** - In a world where many MBA apps look identical, you should add interests outside your professional and academic life. Seize this chance (in just one to three lines), to showcase **uniqueness**. Interests might include spoken languages, sports you've played, strange hobbies or things you're passionate about. Reserve this space for UNIQUE achievements, though. (For example, running marathons isn't all that unique, but coming in second place in an Iron Man competition IS!)

Even in a one-page doc, when properly executed, we should develop an understanding of where you're coming from and where you're headed.

CHAPTER 2

Résumé Writing Strategies

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Résumé Writing Strategies

Now that you understand the nuts and bolts of a strong MBA résumé, let's get into some basic strategies that can help transform your résumé into a masterpiece.

First and foremost: size matters. One page, folks.

It won't be the first time you've heard it, and it's true. Ultimately, one-page résumés are most effective. A one-pager is industry-standard, school-standard, and HR-standard.

It may seem like too little space at first, but if thousands upon thousands of unbelievably accomplished folks (who end up at Harvard and Stanford and Wharton) with **years** of insanely impressive experiences can do it... so can you. We've helped a lot of those guys, in spite of their kicking and screaming at the outset, ha!

In reality, imposing this one-page limit on yourself will make your résumé BETTER. Less is more. Way more. Not just in theory, there's a practical reason behind it. An initial application review may take an admissions officer five minutes, if you're lucky. The résumé review portion might not take more than 10 seconds. For your résumé to be effective, it needs to be unbelievably clear, and readable. Keeping it to one page will go a long, long way toward achieving this. Most schools explicitly ask for a one-page résumé anyway, so you may not have a choice. (Wahoo!)

[End Preview]

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Preview