

Class of 2019 Stern Resume Writing Guide

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Also included as a separate document in your email is a Stern Resume Template, which is directly editable.

Introduction to the Stern Resume

- The Office of Career Development requires that **all Stern students** have their resume in **the NYU Stern format**
- Your resume is an important marketing document designed to sell your background to a targeted reader
 - It serves as an outline of your professional and educational background
 - It should **highlight relevant key points**
 - It should be **tailored strategically** to present those accomplishments, skills and experiences that relate specifically to the position you are seeking
- You should **consider the interview** while composing your resume – How well you present these experiences in the resume is a measure of how well you will articulate these experiences in the interview
- **More is not better** – Select only your experiences that are relevant to the function and industry you are looking to be a part of in the future
- You are responsible for making **the connection of your past experiences with your future goals**
- The more you know about **your audience**, the easier it will be to explain/illustrate your background in ways that catch their attention
- A well-constructed resume **increases your chances of an interview** in which you can facilitate a productive discussion of your experiences – similarly a poorly constructed resume will screen you out of the interview process
- **You are responsible for all content on your resume** – be prepared to speak to, elaborate on, or defend any and all of your resume
- You will likely have a few versions of your resume as you explore different career paths

Class of 2019 Resume Review Process

(Note: Instructions for accessing VMock will be sent later in June)

Friday, June 30	Deadline to upload first draft of resume to VMock
Friday, July 14	Deadline to reach “green zone”/coach-ready level in VMock
Friday, August 11	Deadline for Career Coach to provide feedback
Friday, September 1	Deadline to finalize revised resume in VMock
Month of September	Meet with MBA2 Career Mentor to further fine-tune your resume
Wednesday, September 27	Deadline to finalize resume edits and upload final resume to Stern database

Stern Resume Formatting Checklist

(Note: All questions should be checked – review resume examples for additional guidance)

Overall

- ☐ Is the resume one page in length?
- ☐ Are the margins greater than or equal to 0.5 inches and symmetrical?
- ☐ Are there no periods at the end of bullets?
- ☐ Are there any abbreviations which are not either state names or special situation acronyms?
- ☐ Is the font Times New Roman?
- ☐ Are salary information, GPA, and GMAT score omitted from the resume?
- ☐ Are pronouns (“I”, “my”, “our”) omitted from the resume?
- ☐ Are articles (“a”, “an”, and “the”) omitted from the resume, as possible?
- ☐ Is the resume in 10- to 11-point size, Times New Roman font?
- ☐ Are items in each section in chronological format on the resume?

Heading

- ☐ Is the name in 14 point, bold font and capital letters? (it should be larger than the rest of your text)
- ☐ Is only one phone number listed? (usually your cell number)
- ☐ Is the Stern email account the only email address used? Is the hyperlink removed from email address?

Education

- ☐ Is the word “Education” in all capital letters, bold, left justified, and one point larger than your main bullets?
- ☐ Is the school name “NEW YORK UNIVERSITY” in all capital letters and bold type?
- ☐ Is the location “New York, NY” in plain type and right justified?
- ☐ Is the school name “Leonard N. Stern School of Business” next to the university name and in bold type?
- ☐ Is the degree, “Master of Business Administration” bolded, in italics, and left justified?
- ☐ Is the date of graduation, “May 2017” bolded, in italics, and right justified?

- ☐ Are specializations listed below the degree and italicized? Is “specializations” plural if there is more than one? Here is the [link to Stern specializations](#).
- ☐ Are Stern club/association involvements and certificates/tracks presented in bullet format? Here is the [link to Stern clubs](#). (Note: Club involvement should be added in September with your MBA2 Career Mentor)
- ☐ Are the graduate and undergraduate institutions presented in reverse order?
- ☐ Does non-degree relevant coursework or work seminars (if applicable) follow degree programs?

Experience

- ☐ Is the word “Experience” in all capital letters, bold, left justified, and one point larger than your main bullets?
- ☐ Is the name of your first company listed in bold, all capital letters, and left justified? And is your job title listed just below that bolded and in italics?
- ☐ Is the location of the most recent job on the same line as the company name, bolded, italicized and right justified, with the dates listed beneath it?
- ☐ If more than one title was held at the same company, is the date on the same line as the position title?
- ☐ Are only years used for the date range or seasons if the position was an internship?
- ☐ Are any other company names in capital letters, bold, and left justified?
- ☐ Are the locations of the firms in plain type, bolded and right justified, in line with the company names?
- ☐ Is the state abbreviated for the location of the firm for domestic locations and are there no abbreviations for international locations?
- ☐ Is the description of the experience presented in bullet form?

Additional Section

- ☐ Is the word “Additional” in all capital letters, bold, left justified, and one point larger than your main bullets?
- ☐ Is the font size consistent throughout the Education, Experience and Additional sections?
- ☐ Is relevant information in this section presented in bullet format?

Writing Accomplishment Statements

Key Components

- Describe the **SITUATION/TASK** as a problem encountered
- Describe the **ACTION** taken
 - Include an analysis of the opportunity, the planning and preparation, and the resources involved
 - Use action words and avoid words like “participated in” or “monitored”
- Describe the **RESULTS** obtained
 - Be sure to state if you presented your results to clients or senior management

Contents

- Begin each statement with a **strong action verb**
- The statement should specify the result or impact upon the organization and **illustrate your contributions** to the company/organization
- **Quantify** using percentages or numbers
 - If not possible, provide feeling for size and/or scope of accomplishment, e.g., “first,” “revolutionized,” etc.
- **Focus** on increases in sales, volumes, quality, profits, team productivity, technical/new program or product innovations, cost cutting and efficiency
- **Highlight transferable skills** – this is essential for everyone, particularly career changers
- **Don’t exaggerate or misrepresent** your background, i.e., scholarships, club memberships, etc.
- **Be concise.** Eliminate all extra words including personal pronouns and articles (a, an, the)

Example areas to expand upon

- Improved quality, productivity, teamwork, etc.
- Increased sales, profits, etc.
- Reduced costs
- Planned/designed a program/training process to improve, reduce, etc.
- Decreased turnover, failures, breakdown, shrinkage, overtime, etc.

Accomplishment Statement Examples

Your goal is to distinguish yourself by citing accomplishments and measurements of impact to those who explore your background and experience. Use the examples below to make your good statements great.

Original Accomplishment Statement

Contributed to live deals, including emerging market debt and equity issuances

Conceptualized and recommended programs for partnerships and brand extensions for clients

Responsible for Human Resource services for over 4800 employees

Produced all aspects of runway shows, press events, and mall tours from idea conception to sell-thru and execution for multi-sponsored programs such as “Rock N’ Style”, the “Backyard BBQ” and “Style Mix”

Identified and addressed existing gaps within current approach

Authored and pitched product integration ideas for pre-production shows such as National Bingo Night

Outstanding Performance Award, June 2010

Interests: Dancing, Table Tennis, Comedy

Enhanced Accomplishment Statement

Contributed to three live deals, including emerging market debt and equity issuances for combined transaction size of over \$200 million

Conceptualized and recommended programs for strategic partnerships and brand extensions for clients leading to over \$1 Million in sponsorship for Johnetta B. Cole Leadership Academy for Girls

Supervised and mentored seven coordinators; led Human Resource services for over 4800 employees, including performance awards, peer review boards, and recognition ceremonies

Managed various production budgets up to \$150K, talent alignments and logistics for multi-city tours such as “Backyard BBQ”, “Rock The Runway” and “Seventeen U”

Identified existing gaps with current training approach and knowledge base, suggested solutions to leadership and implemented them to improve efforts, leading to increased overall customer satisfaction

Authored 500+ advertiser integration proposals for shows such as National Bingo Night, Dancing with the Stars and The Bachelor

Selected for Outstanding Performance Award for client service excellence in fiscal year

Interests: Ballet (10 years), 1800-level USATT table tennis player, amateur stand-up comedienne

Choosing the Right Action Verb (“The Right Word in the Right Place”)

Make sure you have a foundation for each statement that starts each phrase. Without fail, that word **must be a strong, active-voice verb**. Look over the following lists of suggested verbs, and use them in your resume.

Action verbs that address your **planning skills** include:

Conceived	Formed	Planned
Created	Formulated	Projected
Designed	Initiated	Revised
Developed	Innovated	Scheduled
Devised	Instituted	Solved
Engineered	Invented	Systemized
Established	Justified	Tailored
Estimated	Organized	Transformed
Experimented	Originated	

Action verbs that address your **skills in directing employees** include:

Administered	Determined	Ordered
Approved	Directed	Oversaw
Authorized	Guided	Prescribed
Conducted	Headed	Regulated
Controlled	Instructed	Specified
Decided	Led	Supervised
Delegated	Managed	Trained

Action verbs that suggest that you have **skills in assuming responsibility** include:

Achieved	Developed	Operated
Adopted	Doubled	Overcome
Arranged	Established	Performed
Assembled	Evaluated	Prepared
Assumed	Experienced	Produced
Attended	Gathered	Received
Audited	Halted	Reduced
Built	Handled	Reviewed
Checked	Improved	Simplified
Classified	Implemented	Sold
Collected	Initiated	Transacted
Compiled	Installed	Tripled
Constructed	Integrated	Used
Described	Maintained	Utilized

Action verbs that embody an **ability to provide effective service** include:

Carried out	Explained	Provided
Committed	Facilitated	Purchased
Delivered	Furnished	Rewrote
Demonstrated	Generated	Sent
Earned	Inspected	Served
Exchanged	Installed	Submitted
Expanded	Issued	Transmitted
Expedited	Procured	Wrote

Interactive skills with people are suggested by the use of these action verbs in your accomplishment statement:

Advised	Counseled	Presented
Aided	Helped	Promoted
Apprised	Informed	Recommended
Clarified	Inspired	Represented
Conferred	Interpreted	Resolved
Consulted	Interviewed	Suggested
Contributed	Mediated	Unified
Cooperated	Negotiated	
Coordinated	Participated	

Finally, your **analytical/research skills** merge with the use of these action verbs:

Analyzed	Evaluated	Reviewed
Assessed	Familiarized	Searched
Calculated	Investigated	Studied
Computed	Observed	Verified
Correlated	Proved	
Discovered	Researched	

Skills for Summer Internships

<p>General Finance (Non-Inv. Banking)</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Financial analysis • Problem solving • Decision making • Leadership • Interpersonal • Team player • Influence change across divisions • Identify trends and make recommendations from data sources • Manage relationships 	<p>Investment Banking</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical and Research • Organizational and detail-orientation • Verbal and written communication • Ability to work independently and as a member of a team • Work well under pressure and tight deadlines • Synthesize large amounts of information • Project management • Client interaction • Leadership potential
<p>Management Consulting</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Data gathering and analysis • Verbal and written communication • Problem solving • Ability to work independently and as a member of a team • Prioritize and handle multiple tasks • Leadership • Identify creative and pragmatic options • Research • Client relationship 	<p>Marketing</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical – forecasting, sales, data, financial • Organizational • Strategic and conceptual thinking • Creative problem solving • Lead and interact with cross functional teams • Project management • Verbal and written communication • Time management
<p>Operations</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Leadership • Project management • Interpersonal • Detail-orientation • Analytical • Ability to implement strategies and project changes • Problem solving • Handle multiple competing priorities • Ability to focus on details as well as strategy 	<p>Private Banking/Wealth Management</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Verbal and written communication • Leadership • Motivate teams and clients • Analytical • Identify, develop and build new relationships • Creative problem solving • Team player • Resourceful

<p>Private Equity</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical and valuation • Written and verbal communication • Detail-orientation • Industry research • Financial modeling • Interpersonal • Interaction with senior management • Handle multiple competing priorities • Transaction execution 	<p>Product Management – Tech</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Verbal communication • Customer focus • Identify and solve ambiguous problems • Team player • Strong analytics • Writing - product specifications • Critical thinking • Handle multiple competing priorities and projects • Tenacity
<p>Real Estate Finance</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical and quantitative • Financial modeling • Industry research • Communication • Organizational • Team Player • Presentation • Negotiation • Handle multiple competing priorities 	<p>Research: Buy-side</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical and financial modeling • Company and industry data analysis • Verbal communication • Ability to work with a team and independently • Attention to detail • Idea generation & conviction for ideas • Ability to think independently • Manage priorities • Ability to interpret, process and question data
<p>Research: Sell-side</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical and quantitative • Written and verbal communication • Attention to detail • Research • Ability to interpret, process and question data • Client service • Team player • Intellectually curious • Creative thinking 	<p>Risk Management</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Quantitative, analytical and statistical • Ability to work independently and with a team • Verbal and written communication • Project management • Client orientation • Creative problem solving • Prioritize and manage multiple tasks • Team player • Time Management

<p>Rotational Programs</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Leadership - initiate and implement • Think creatively • Work with a team • Identify and develop innovative ideas • Verbal and written communication • Analytical and strategic thinking • Project management • Influencing • Manage multiple priorities 	<p>Sales & Trading</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Quick and accurate decision-maker • Ability to operate in team environment • Multi-task under stressful and high pressure environment • Numerical and analytical • Organizational • Verbal communication • Entrepreneurial • Assertive
<p>Start-Up</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical • Tenacity • Sales • Problem solving • Writing • Organizational • Initiative • Idea generation & innovative • Independent motivation 	<p>Social Enterprise</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Research • Team player • Analytical • Organizational • Verbal communication • Project management • Writing • Solutions development • Initiative
<p>Strategic Planning/Business Development</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Quantitative, qualitative and data analysis • Creative thinking about new and ambiguous problems • Conceptualize and sell ideas internally • Negotiate and influence • Written and verbal communication • Develop structured solutions • Project management • Organizational • Leadership 	<p>Structured Finance</p> <p><u>Skills:</u></p> <ul style="list-style-type: none"> • Analytical • Verbal communication • Persuasion • Problem solving • Team Player • Customer service • Financial modelling • Attention to detail • Entrepreneurial

Sample Resume

JANE DOE

201 Mulberry Street, Apt. 2B | New York, NY 10026

Tel: 212-555-1212 | E-mail: jane.doe@stern.nyu.edu

EDUCATION

NEW YORK UNIVERSITY, Leonard N. Stern School of Business

New York, NY

Master of Business Administration

May 2019

Specializations in Finance and Global Business

- Recipient, Harold Noonan Scholarship

CORNELL UNIVERSITY

Ithaca, NY

Bachelor of Science in Chemical Engineering

May 2012

- *Cum Laude*; Award Recipient, Jeremy S. Barnum Scholarship for Academic Excellence
- Captain, Cornell Women's Volleyball Team

EXPERIENCE

GLENDALE BURKE & ASSOCIATES, LLC

New York, NY

Project Manager

2015 - 2016

- Strategized with senior partners about viability of e-commerce consulting practice, including billing projections, industry penetration and modes of compensation; final recommendation led to successful expansion of current practice
- Prepared weekly briefings for team members on status of ongoing projects, new business development initiatives and billings-to-date, delivering real-time transparency into business operations and company health
- Collaborated closely with clients' Chief Technology Officers to map out internet/e-commerce strategies projected to double clients' revenue in first three years
- Assisted Kenwood AutoParts, Inc., \$15 million annual revenue used parts retailer, to devise online strategy to move inventory procurement online, saving over \$3 million annually
- Managed multiple ongoing projects, ensuring that deadlines were reached on-time and within budget

Senior Consultant

2013 - 2015

- Documented best practices, including proper roles, technology, processes, costs and metrics to create online retailing knowledge database; database was heavily accessed/leveraged across e-commerce practice
- Trained fellow consultants and clients in applied methodology and state-of-the-art coding language, improving internal skills and arming clients with additional resources for upkeep of their e-commerce businesses
- Created matrix to analyze 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 client order-processing system to determine functional deficiencies and repair defects; project improvements cut processing time in half

GRANT THORTON, LLP

Pittsburgh, PA

Systems Consultant

2012 - 2013

- Developed turnkey web module to enable small business clients to move online, saving clients thousands of dollars in development fees and increasing their speed of expansion to digital marketplace
- Designed application to enhance interface between accounts payable and purchasing department of regional food processor, improving efficiency by 30%
- Wrote manuals enabling clients to become familiar with new applications, helping them expand and optimize offerings

ADDITIONAL INFORMATION

- Languages: Portuguese (fluent), French (basic)
- Member, American Association of Management Consultants
- Volunteer, Ronald McDonald House (2014-present), lead annual fundraisers raising over \$500,000 for local house
- Interests include: black and white photography (exhibit select pieces in summer art shows), silent and rock climbing