



Ultimate Career Resume Guide

(WITH EXAMPLES)

Hey there!

We're excited to share our **Ultimate Career Resume Guide + Examples** with you. It's based on years of experience helping job-seekers land roles at top companies. This document, of course, is just the tip of the iceberg. At Leland, we're committed to offering quality content, a community of individuals to support you, and world-class coaching to help you achieve your career and educational goals.

Accessing personalized help from individuals who are more senior in their education or career is the first step toward accomplishing your goals. We want to make sure that everyone has access to coaching at a price that works for them.

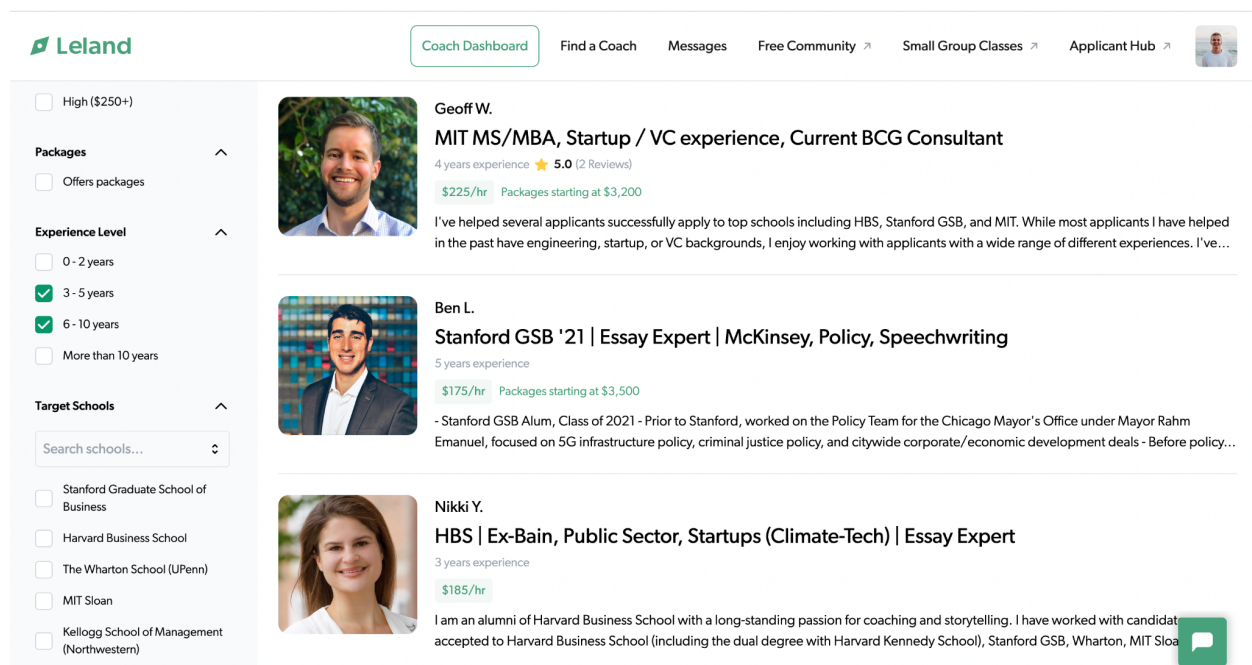
To that end, we guarantee that we can find you a world-class coach that fits your budget, background, and goals.

So, let's get started. You can [sign up for Leland here](#), and we can help you match with the right coach.

We hope you find the following resume tips and examples extremely helpful. Let's get you your dream job!

- The Leland Team

A little preview of how [Leland](#) works.



The screenshot shows the Leland website interface. At the top, there is a navigation bar with the Leland logo and several menu items: "Coach Dashboard", "Find a Coach", "Messages", "Free Community", "Small Group Classes", and "Applicant Hub". Below the navigation bar, there is a sidebar on the left with various filters. The main content area displays a list of coaches, each with a profile picture, name, title, experience, and a brief bio.

Filters:

- High (\$250+)
- Packages**
 - Offers packages
- Experience Level**
 - 0 - 2 years
 - 3 - 5 years
 - 6 - 10 years
 - More than 10 years
- Target Schools**
 - Stanford Graduate School of Business
 - Harvard Business School
 - The Wharton School (UPenn)
 - MIT Sloan
 - Kellogg School of Management (Northwestern)

Coach Profiles:

- Geoff W.**
MIT MS/MBA, Startup / VC experience, Current BCG Consultant
4 years experience ★ 5.0 (2 Reviews)
\$225/hr Packages starting at \$3,200
I've helped several applicants successfully apply to top schools including HBS, Stanford GSB, and MIT. While most applicants I have helped in the past have engineering, startup, or VC backgrounds, I enjoy working with applicants with a wide range of different experiences. I've...
- Ben L.**
Stanford GSB '21 | Essay Expert | McKinsey, Policy, Speechwriting
5 years experience
\$175/hr Packages starting at \$3,500
- Stanford GSB Alum, Class of 2021 - Prior to Stanford, worked on the Policy Team for the Chicago Mayor's Office under Mayor Rahm Emanuel, focused on 5G infrastructure policy, criminal justice policy, and citywide corporate/economic development deals - Before policy...
- Nikki Y.**
HBS | Ex-Bain, Public Sector, Startups (Climate-Tech) | Essay Expert
3 years experience
\$185/hr
I am an alumni of Harvard Business School with a long-standing passion for coaching and storytelling. I have worked with candidates accepted to Harvard Business School (including the dual degree with Harvard Kennedy School), Stanford GSB, Wharton, MIT Sloan...

The Ultimate Career Resume Guide + Examples

Your resume plays a crucial role in determining whether or not you'll receive an interview for your job of interest. Given the importance of the resume in the job-seeking process, you should dedicate the requisite time to create, review, and polish it. Use this guide for an in-depth dive into creating a powerful resume to be recruited for high-potential career paths such as investment banking, private equity / venture capital, consulting, product management, and more.

Why is a Resume Important?

The resume is one of the most important parts of getting an internship or job for several reasons. We've outlined them below:

- 1. It's You on Paper** – Recruiters read resumes for an overall view of applicants' careers, professional achievements, skills, and hobbies. For them, it's a window into what you might be like as an employee, so it's important that it presents a flattering and holistic view of your candidacy.
- 2. It's Critical to Your Interview** – During the interview process, the resume will also be important because it guides the questions and discussion topics. Making sure your resume is very polished, and knowing how to talk about each part of it, will set you up for success in the interview and the rest of the job application process.
- 3. It's Your Chance to Show Off Your Relevant Experience and Writing Skills** – Finally, the resume is a chance to highlight your written communication skills. You should describe any accomplishments clearly and concisely to demonstrate that you are mature, articulate, and insightful. Highlighting all relevant experiences and skills will help you show that you are the perfect candidate for the role.

What Does a Great Resume Look Like?

First and foremost, let's talk about how a resume should look. Here are 4 tips for nailing the perfect format:

- 1. Length** – Recruiters spend a very short amount of time reading your resume, so you want to hit on the key points rather than overload them with information. Get your resume onto a single page — refined and simple. If you submit a three-page resume or worse, a short novel, your application will go to the bottom of the pile.

- 2. Font and Spacing** – Don't get fancy, go with the classics: Calibri, Arial, Times New Roman, or Garamond. Personally, we recommend Times New Roman. The font size should be at 11-12 point, with 14 point for the headings. Keep the margins at one inch. These are small things, but remember that recruiters will read hundreds of resumes, and you don't want them tripping up on your resume because of small formatting issues.
- 3. Color** – For colors, stick to black and white. Anything different will distract from the resume's purpose: communicating who you are as a professional.
- 4. File Type** – Most companies will specify their preferred file format, but generally speaking, a PDF is the best way to go. It's clean, clear, and looks professional. Furthermore, it will stay consistent regardless of what program or type of computer it's opened on. We recommend naming the PDF file using the following format: "Last Name, First Name" (e.g., Brown, Robert).

Now you have an idea of what your resume should look like! If you've done everything right, it should look like the examples shown at the end of this guide.

What to Include on Your Resume

Now that we've nailed the format, we can talk about what actually goes into the resume, namely, your contact information, education, work experience, and other involvement. We'll take it step-by-step in the following sections.

- 1. Contact Information** – This one is fairly straightforward. Make sure to include the following: name, email address, phone number, and LinkedIn profile. Separate each part by vertical lines, dashes, or bullets.

If you're applying for more technical or design-based roles such as software engineering, product management, tech consulting, UX, graphic design, etc., you can consider including your Github profile or personal website/portfolio in this section. We recommend not including hyperlinks, but instead in pure text. It should look like this:

[NAME]

Address // Phone Number // Email Address // LinkedIn Profile

- 2. Education** – Now that you've completed the contact information section, you can tackle the education section.

For each degree, mention the university, major/minor, date of graduation, GPA, and any honors and distinctions (including athletic or extracurricular involvement). As with your work experience, choose bullet points that showcase impressive achievements and leadership skills.

As a general recommendation, don't include your high school in your resume.

For applicants with more work experience, keep each entry brief and highlight only the key achievements, along with any research work, projects, etc. that show your leadership skills and exemplary business qualifications.

When done right, the education section should look like this:

EDUCATION

Santa Clara University – Leavey School of Business

Santa Clara, CA

Bachelor of Science, Finance

Dec 2020

- GPA 3.99 / 4.00; ACT 33 (99th Percentile)
- Leavey School of Business Dean's List - (Top 5% of ~2,100 undergraduate business students)
- Santa Clara Scholar Award - (Full academic scholarship for top 1.2% of ~34,000 student body)
- XXXXX Growth Advisors Case Competition Finalist- \$1,000 cash prize recipient

- 3. Work Experience** – The next, and most important, section on your resume will detail any professional experience. Expect this block to take up about two-thirds of the page. Here, you'll list each role in reverse chronological order. You should aim to have at least two work experience entries. Keep non-relevant job experience out of your resume.

A few tips and tricks:

- **Start With Company, Role, and Dates** – This sounds obvious, but the first thing you need to do is state where you worked, what you did, and for how long you did it. If it's not a widely recognized company, include a single line explaining what the company does (e.g., Lucid Software – A high-growth SaaS company that provides cloud-based visual productivity applications)
- **Be Relevant** – Employers want to make sure you're the right fit for the role and can fulfill its specific requirements. The best way to demonstrate your fit is by confirming that you meet the job qualifications within the experience section. If you want your resume to pass the screening process, we highly recommend that you tailor it to the specific role that you're applying for. Use the keywords from the job description, highlight the skills that match those listed in the description, and explain the impact you've had using those skills. Research the company's values and communicate that you've demonstrated them in the past. Even if your previous experience was in a different role or industry, adjusting your resume with keywords and directly addressing the employers' needs within your resume can immediately make your profile more relevant.
- **Use The XYZ Formula For Your Bullets** – The XYZ formula was coined by Google as a way to structure your bullet points – it works perfectly to detail any accomplishment. Google describes this as "Accomplished [X] as measured by [Y], by doing [Z]." Use your bullet points to articulate the exact actions and impact

that you made at each organization. Write all bullets in the past tense to ensure professionalism and consistency.

Example for a Non-Technical Role:

“Shifted coverage of 75% of sales accounts to 3rd party agents, leading to 5% revenue increase and 20%+ reduced costs”

Example for Technical Role:

“Worked cross-functionally with engineering, product, and data science to design and deliver a new database, which grew to be used by 100+ employees, creating \$10k+ in cost savings on a daily basis”

- **Show Them You’re A Leader** – Recruiters love to see leadership, so highlight this as much as possible. Whenever you’re able to, spotlight instances where you led groups, teams, and projects. Even small things, like organizing a company-wide social event, matter.

Examples:

“Managed three marketing campaigns; controlled 30k in advertising spend resulting in 47% customer acquisition growth”

“Led a global intern team of five to automate a semiconductor design; reduced the cycle cost by 15%”

- **Be Specific and Give Results** – Numbers are super important. While we know you might not always have them, being able to quantify your impact will make you stand out to the recruiter. If you can’t be specific using quantitative data, use qualitative data.

When writing your bullet points, think about the answers to these questions: What numeric results did your actions drive? How much money did you make/save for your company? How much revenue did/can your new initiative/project generate?

Some prior work experience might be confidential; if so, we recommend using descriptive titles instead.

For Example:

“Presented to upper management on a pharmaceutical company’s potential \$300 million acquisition of a healthcare company”

“Created presentation materials for a manufacturing company’s \$150 million Initial Public Offering”

Each bullet should communicate tangible proof of your actions, as well as the significance of those actions to the company. The goal is to highlight for the recruiter that you’re someone who can bring about significant, measurable outcomes in the role.

For Example:

“Oversaw \$15M annual marketing budget; provided data analytics for five marketing vice presidents”

“Discovered \$10.1M yearly opportunity within the vendor segment’s campaign creation process; identified cause of 420,000 yearly foregone advertisements (15.4% of vendor’s yearly total)”

- **Indicate Action** – When describing your accomplishments, don’t use non-descriptive words like “worked” and “did.” Aim for more “punchy” verbs like “executed,” “spearheaded,” and “drove,” and try not to use the same verb twice. Certain action verbs work best for specific types of roles. It may sound like a small thing, but the way you describe what you’ve done matters. When you’re competing against thousands of other job applicants, every word counts! Leverage Wharton Business School’s list of resume action verbs (see [here](#)) to make your resume stand out.

For Example:

“Led the global launch of an in-app feature using telematics data that reduced driver phone handling by ~4%”

“Managed 250 volunteers by overseeing logistics, volunteer transfer, and effective teaching and planning”

- **Show Growth** – Growth can be shown in multiple ways. The three main ways are through promotions, impactful projects & initiatives, and career progression. Each of the roles you list should indicate an upward professional trajectory. Promotions are a key signal of growth, of course, but taking on more challenging projects within a role and driving impressive results are just as important.

4. **Leadership and Other Involvement** – The leadership and involvement section is the place where you can detail any extracurricular involvement, volunteer experience, personal accomplishments, and any other leadership bona fides that might distinguish you from other applicants.

Format your experiences in this section similar to those in your work experience section. We recommend starting this section by listing career-related school organizations you're a member of or in which you hold leadership positions. If you're not active in any career-specific organizations, list other organizations where you have been involved in leadership.

When writing your bullets, prioritize the ones with the greatest impact; for example, those where you led teams for a university charity, implemented a change at your university, spearheaded the fundraising committee for your club's annual alumni reunion, or raised thousands of dollars, etc. Your goal for this section is to depict job-related leadership potential, the ability to drive results, and a knack for collaboration.

Here's what a sample Leadership & Service section looks like:

LEADERSHIP & SERVICE

Santa Clara Tech Club

Co-President

Santa Clara, CA
Mar 2019 – Present

- Drove 510% increase in membership funding as a result of new promotion and pricing strategies
- Redefined club strategy- established new recruiting pipelines with 15+ technology companies
- Admitted club into the Leavey School of Business, gaining access to school network, events, and funding

Santa Clara Management Consulting Club

Head of Events

Santa Clara, CA
Jan 2019 – Present

- Assisted 100+ members in consulting-focused resume, networking, and interview trainings
- Managed catering and its associated finances for all club meetings and promotional events

Voluntary Service Overseas (VSO)

Bilingual Volunteer

Barcelona, Spain
Oct 2016 – Dec 2016

- Led and evaluated progress of 34 volunteers in service efforts and in adopting a foreign culture
- Trained volunteers from 21 distinct countries in monthly motivational instruction seminars

- 5. Skills & Interests** – For the skills section of your resume, list the skills you have acquired that are listed on the job description that you're applying for, and the most common tools utilized by professionals in that job. If you haven't acquired any of the skills listed in the job description, start educating yourself on those tools by looking at free tutorials and guides online and listing them on your resume when you feel comfortable with them. Industry-specific certifications are great additions to the skills section of your resume.

For interests, select those bullets that no other candidates could possibly list on their resume: Writing (the book you wrote with your State Senator), Gardening (the community garden you helped plant whose proceeds went to benefit HIV research), the Six Sigma Black Belt certification you earned in your spare time. Languages, sports, and hobbies make great bullets here.

Here's how your Skills & Interests section might look:

SKILLS & INTERESTS

- Proficient in SQL and Spanish; experience in VBA, Tableau, HTML, Web-Scraping, and SEO
- Interests: acoustic guitar, mountain biking, rock climbing, board sports, spike ball, and pickle ball
- Eagle Scout - Fundraised, and completed 200+ hour project for the homeless shelter
- Surfed the biggest typhoon swell to come through Southern California in decades in the summer of 2012

Additional Resume Tips & Tricks

Okay, we've covered the biggest parts of the resume — now, let's bring it home with a few final tips and tricks.

- **Focus on YOUR impact** – Rather than indicate company-wide results, be hyper-focused on highlighting your own impact, including what you did and the results you drove.
- **Double Check Everything** – This also goes without saying but make sure to go over your resume several times before you submit it; it's really easy to overlook punctuation and spelling errors when you've been looking at your computer screen for hours on end, and you don't want to discover a typo the day after you submit your job application!
- **Don't Exaggerate** – Many job applicants are tempted to inflate their stats or give themselves promotions on their resumes. Don't do it. If you get to the interview phase, you'll be held accountable for every word on your resume, and employers conduct a thorough background check on applicants to make sure they've done everything they say they have. Again: don't do it.
- **Human Touch** – Finally—and this one often gets overlooked—be yourself! As we said, recruiters will read hundreds of applications for certain roles, and if you can offer a hint of humanity and a breath of fresh air, it will stand out. The last section of your resume is a good place to include little human touches.

Examples:

“Love reading 19th-century Russian Literature”

“Surfed the biggest typhoon swell to come through Southern California in decades in the summer of 2012”

“Avid, yet mediocre, long-distance runner”

Best Resume Templates

Leland Resume Template

- [Download](#) the resume template

Harvard Resume Template

- [Download](#) the resume template

Wharton Resume Template

- [Download](#) the resume template

Stanford Resume Template

- [Download](#) the resume template

Career Specific Resume Tips + Examples

Now that we have shown you how to properly format your resume and what it should include, we are going to give you the top five resume tips and sample resumes that got students into investment banking, private equity/venture capital, consulting, and product management.

Your resume is the only document that sits between you and the interviewers. These high-potential careers are difficult to break into and we want to make sure you have the right resume to get an interview. Listed below are sample resumes that have landed students jobs at top firms in these exclusive industries. We are confident that these examples and expert insights will help you get a better understanding of what the recruiters are looking for and will help you prepare for how to best demonstrate your experience to get the interviews.

The tips and tricks listed with each sample resume were given by professional Leland coaches with prior experience in each job and industry. Our coaches have helped numerous students land high-potential jobs and interviews using this same advice. [Sign up](#) for Leland to see our full list of coaches.

Investment Banking Resume Tips ([Example Resume](#))

These tips came from Leland Coach [Julia M.](#), a Private Equity Associate at Thoma Bravo and a former Investment Banker at Lazard.

1. **Quantify your impact** – Use numbers where you can (e.g., how many acquisition targets did you source, what price target did you pitch for a stock competition, how many hours did a process you developed save your team, etc.).
2. **Nail the education section** – Include relevant courses taken (e.g., economics, finance, accounting, etc.), test scores in terms of raw score and percentile, awards and accolades, and club participation.

3. **Don't sleep on the "interests" section** – The interest section is arguably the most interesting piece of your resume. Be mindful of the impression your interests give; it's best to be both genuine, specific, and non-controversial.
4. **Get the low-hanging fruit right** – Make sure to catch any errors in spelling, grammar, or formatting before sending your resume out. This is a very small thing that makes a very big difference. As an extension of this, give your resume a full appearance by trying to have each line get as close to the right margin as possible.
5. **Remember there's much more to you than your resume** – Use it to get a first coffee chat or interview, but once in there, expound beyond what's listed on the page. More importantly, remember that the resume shows what you did but your interview shows who you are.

PE/VC Resume Tips ([Example Resume](#))

These tips came from Alex W., a Private Equity Associate at Francisco Partners and a former Investment Banker at Credit Suisse.

1. **Show selected transaction experience** – If you have had transaction experience in a prior role at an investment bank or investment firm, highlight it in your resume. Deal experience is valuable and interviewers love to ask questions about how you contributed and if you think it was a good deal or not.
 - Example: Advising Autonomous Driving Company on Potential ~\$1bn Acquisition of Computer Vision Company (Closed Summer 2021)
 - Led strategic and financial advisor to a buy-side team seeking to acquire a multinational computer vision company focused on autonomous driving and currently undergoing a dual-track (IPO vs. sale) process
 - Produced comprehensive valuation analysis using public company comparables, precedent transactions, DCF, LBO, and AVP models to inform the strategic valuation range for the buyer and evaluate merits of the sale over the IPO process
2. **Quantify impact** – Using numbers to quantify impact within given roles is an easy way to demonstrate your impact at an internship or job. Remember to include the value of deal size (TEV, revenue, EBITDA, etc.), # of outreaches, # of acquisition targets, etc. Do not exaggerate and do not go overboard, but give some flavor to size and scope.
 - Example: "Completed valuation (DCF, LBO, multiples, AVP), strategic, and market analysis of 2 mid-cap communication companies in consideration of potential ~\$7.0b enterprise value acquisition; produced ~40-page pitchbook and presented to team leadership"
3. **Show interest in industry focus** – Many PE/VC firms are industry-focused (e.g., focused on technology, industrials, consumer, etc.). List your relevant experience in your resume that shows interest in the applicable industry.
 - Practical Application: You don't have to show all of your internships, but you can focus on those that are most applicable to the industry that your PE/VC firm focuses on.

4. **GPA and test scores** – Many PE/VC firms use GPA and test scores as an initial screen in the recruiting process. Make sure to keep your GPA high in college and consider retaking the ACT/SAT if your initial scores weren't satisfactory. There generally isn't a hard and fast cut-off, but you don't want GPA or test scores to be the reason you are cut from the interview list. Remember to include Latin honors or other applicable associations in the education section.
 - Example: "GPA: 3.95/4.00 | SAT: 1520/1600 | ACT: 34/36"
5. **List personal interests** – Show that you have a personal life beyond your test scores, finance internships, and college life. Choose interests that are appropriate and that you would welcome discussing in an interview. This is an opportunity to show your personality and fun side.
 - Example: "Interests: Poker (No-Limit Texas Hold'em), Snowboarding, Country Music, Traveling"

Consulting Resume Tips ([Resume Example](#))

These tips came from Leland Coach [Camden R.](#), an HBS MBA Candidate, and former McKinsey Consultant.

1. **Show lasting impact** – Consulting is all about creating a lasting impact for clients. Consulting firms want to see how you have driven impact at your school, in your work, and in leadership positions.
2. **Focus on unique outcomes** – Don't waste space describing what anyone in your role would have done. Focus instead on unique outcomes that you enabled. Talk about what you did, how you did it, and the impact you achieved.
3. **Include who you are as a person** – The resume should provide a view not just into what you've done, but also into who you are as a person, including your background, strengths, and interests.
4. **Prioritize your experiences** – Prioritize the experiences you include. Depth is more valuable than breadth, so do not include every job you have ever had.
5. **Share unique experiences** – In your Leadership, Skills & Interests section, share truly unique experiences about what you have done and/or enjoy.

Product Management Resume Tips ([Resume Example](#))

These tips came from Leland Coach [Neha S.](#), an HBS admit and former Product Manager at Facebook.

1. **Quantify your results** – Help your resume reader understand how great you are by quantifying results wherever possible and placing them into context. For example, "delivered large increase in cost savings for a client" is much less powerful than "delivered \$50M in support function cost savings within 10 weeks, exceeding the initial target of \$30M by 66%"

2. **Emphasize execution and product sense skills** – Execution is broadly defined as the ability to get things done, while product sense can be thought of as product intuition or judgment. Examples that showcase your ability to get projects delivered in the face of resource or time constraints are relevant and help you stand out.
3. **Showcase examples that demonstrate your leadership and drive** – The role of a PM is often described as “leadership without authority” or “leadership through influence.” This is because as an entry-level product manager, you are responsible for your team’s results, despite the fact that no one on your team actually reports to you! Campus club and internship leadership experiences are typically a great place from which to source these examples.
4. **Highlight any technical experience** – You don’t need to have studied Computer Science (though be sure to mention that if you have), but any technical experience can be helpful in signaling to recruiters that you know how to thrive at a tech company. List any courses (UX Design, Product Strategy), tools (JIRA, Figma), or relevant skills (e.g., UX design, CSS, HTML).
5. **Pay attention to resume norms and details** – This sounds obvious, but I see countless undergraduate resumes that are longer than one page, riddled with typos, and not in PDF format. Given that a product manager’s overarching purpose is to create a good user experience, overlooked details can leave an unnecessarily poor impression.

We hope that you’ve found this guide to be helpful. The example resumes can be found below. If you are looking for 1:1 help from experienced coaches to help you accomplish your career or educational goals, [sign up](#) for Leland today. We are excited to be on this journey with you!

Investment Banking Resume Example

Role: Investment Banking at Lazard

Robert S. Romero

(xxx) xxx - xxxx | xxxxxxxx@gmail.com | linkedin.com/xxxxxx

EDUCATION

Brigham Young University – Marriott School of Management Provo, UT
Bachelor of Science in Accounting Apr 2017

- GPA: Overall 3.8/4.0, Major 4.0/4.0
- Dean's List – Marriott School of Management Fall 2014 & Winter 2015 (*Top 5% of Marriott School*)
- Memberships: Investment Banking Club, BYU Finance Society, Markets Club

EXPERIENCE

Campus Founders Fund (*Student-run venture fund*) Salt Lake City, UT
Analyst Intern Sep 2015 - Present

- Developed and presented an investment analysis of XX, a SaaS company, including market overview, competitive landscape, financial projections, valuation, exit strategies, expected returns and overall investment thesis
- Performed due diligence of 25+ potential investments and strategic partnerships for partner healthcare company
- Analyzed the corporate giving industry and market for a potential investment in a SaaS company in the industry

Crewe Capital (*Hedge fund investing in small and micro-cap public companies*) Provo, UT
Analyst Intern Sep 2015 - Present

- Researched potential fund investors, including background, investments, key management, and fit with Accretive
- Performed deal screens using Capital IQ and Bloomberg to identify public companies as potential investments
- Analyzed a potential investment in a small-cap public company using precedent transactions

Zions Bancorporation (*Bank holding company with \$55.5B in assets*) Salt Lake City, UT
Capital Markets Intern Jun 2015 - Aug 2015

- Researched 200+ middle market investment banks and compiled information used in the marketing campaign of ZionsDirect, an online auction platform for fixed income securities with over \$4 Billion in auction volume
- Compiled data from the financial statements of municipalities to be used as metrics in a financial model that established credit ratings for future debt issues
- Assisted traders in the execution of transactions of investment grade debt securities

VOLUNTEER SERVICE

The Church of Jesus Christ of Latter-Day Saints Mexico City, Mexico
Volunteer Representative Jul 2012 - Jul 2014

- Led and trained all volunteers (75+) in coordinating volunteer efforts, establishing and exceeding goals and increasing overall efficiency; planned and executed six training conferences
- Created and delivered training presentations to volunteers to improve performance, efficiency and productivity
- Maintained a 80+ hour work week for two consecutive years, contacting, teaching and serving others

Pleasant Grove City Pleasant Grove, UT
Youth City Council Member Aug 2009 - Jun 2011

- Organized various community activities in association with the City Council
- Pleasant Grove City Youth Citizen of the Year 2011

SKILLS & INTERESTS

- Proficient in Spanish (Reading, Writing, Speaking), Intermediate Italian (Reading, Writing, Speaking)
- Bloomberg Essentials Certifications: Commodities, Equities, Fixed Income, FX
- Senior Class Vice President 2010-2011, Key Club Vice President 2010-2011
- *Eagle Scout, Gold, Silver, Bronze Palms* - Boy Scouts of America
- Interests: Golden State Warriors basketball, soccer, foreign languages

PE/VC Resume Example

Role: Private Equity Analyst at One Equity Partners

James Hall

(123) 456-7890 · xxxxxx@gmail.com · linkedin.com/in/xxxxxx

EDUCATION

Chapman University – Argyros School of Business Orange, CA
Bachelor of Science in Finance August 2015 – April 2019

- GPA 3.93/4.00
- Honors: *Argyros School of Business Dean's List* - Top 5% of Class (three semesters), Phi Eta Sigma National Honor Society, *Regents' Exemplary Scholarship* - Academic, *Chapman Scholarship* – Academic
- Founding member of the Chapman Tech Club & active member of the Chapman Finance Society

WORK EXPERIENCE

One Equity Partners New York, NY
Incoming Analyst July 2019

Lee Equity Partners New York, NY
Summer Analyst May 2018 – August 2018

- Furthered sourcing and market research efforts in a firm focused on enterprise software with \$3B+ AUM
- Executed in-depth market due diligence in an enterprise software vertical leading market research and outreach efforts during the diligence process of a prospective investment, compiling findings and working with deal team
- Evaluated companies and industries developing market maps and analyzing trends, product offerings, and competitive landscapes for potential investment opportunities, presenting findings and suggestions to investment teams internally

Berenson Capital Partners Orange, CA
Deal Sourcing Intern January 2018 – April 2018

- Performed extensive operational due diligence analyzing business models, market trends, and competition
- Advised on product offering expansion for the sale of a portfolio company for more than \$300M in the healthcare space
- Assisted in preparing content and compiling company performance metrics for the annual Limited Partner conference

Triton Venture Fund Austin, TX
Junior Analyst August 2017 – December 2017

- Responsible for managing relationships with early-stage company CEOs and performing primary due diligence on both quantitative and qualitative merits to determine the potential investment opportunity – focused on enterprise software
- Presented diligence and analysis to Managing Directors for companies meeting investment thesis, initiating deal flow

Solium (formerly Shareworks) San Francisco, CA
Valuations Analyst Intern June 2017 – August 2017

- Led product development efforts between both business and engineering teams compiling customer analytics and updating the client onboarding interface, resulting in increased customer data and market insight
- Compiled and presented customer and market data to company executive team to target potential acquisitions
- Assisted in over 50 409A valuations of private companies using a variety of metrics and valuation methods

Human-I-T Orange, CA
Pricing Strategy Intern – Team Lead January 2017 – April 2017

- Directed a team of four interns and worked as main point of contact with company executives
- Led team in an in-depth analysis of customer segments, market research, and in developing distinct pricing models for different market scenarios, presenting findings and suggestions to executives

VOLUNTEER EXPERIENCE

ALPHA Orange, CA
Student Mentor September 2017 – Present

- Mentor and support high school students weekly to help them get on-track for graduation

The Salvation Army Moscow, Russia
Volunteer Representative June 2015 – August 2015

- Organized and directed 20 full-time volunteers in multiple cities in Russia
- Led monthly training meetings on improving teaching skills, goal-setting, service, and efficient work habits
- Served 6 months in a humanitarian leadership position assessing needs and distributing monetary and material welfare

SKILLS & INTERESTS

- Interests: Proficient in Russian, skiing, 19th century Russian literature, Pollster in the 2016 California Exit Poll, Eagle Scout

Consulting Resume Example

Role: Associate Consultant at Bain & Company

Rohan Singh

(123) 456-7890 · xxxxx@gmail.com · linkedin.com/in/xxxxxxx

EDUCATION

Santa Clara University – Leavey School of Business Santa Clara, CA
Bachelor of Science, Finance Dec 2020

- GPA 3.99 / 4.00; ACT 33 (99th Percentile)
- Leavey School of Business Dean's List - (Top 5% of ~2,100 undergraduate business students)
- Santa Clara Scholar Award - (Full academic scholarship for top 1.2% of ~34,000 student body)
- XXXXX Growth Advisors Case Competition Finalist- \$1,000 cash prize recipient

EXPERIENCE

Bain & Company (*Global Management Consulting Firm*) New York, NY
Incoming Associate Consultant Starting May 2021

Amazon (*E-commerce and Cloud Computing Company*) Seattle, WA
Financial Analyst May 2019 – Jul 2019

- Action Discovered ~\$10.1M yearly opportunity within the vendor segment's campaign creation process; identified cause of ~420,000 yearly forgone advertisements (15.4% of vendor's yearly total)
- Established 5 KPIs for financial implications associated with advertisers' user interface engagement
- Aggregated advertisement and advertiser performance data across various databases into automated dashboards; presented findings from analysis to relevant product managers for implementation

Graycliff Partners LP (*Middle-Market Private Equity Firm*) New York, NY
Junior Associate Sep 2018 – May 2019

- Drove \$500k investment decision from in-depth analysis of fund vs. co-investment strategies
- Led team of 4 in company deal flow; oversaw all efforts in deal sourcing and market research
- Assisted launch of firm's IP consulting division in deal sourcing and implementation analysis

Santa Clara Consulting Group (*Student-Operated Consulting Organization*) Santa Clara, CA
Strategy Analyst - Consumer Storage Tech Startup Jan 2019 – April 2019

- Proposed 3 unique initiatives to company executives to improve customer Net Promoter Scores
- Identified storage host pain points through 300+ survey results and 25+ customer interviews

Langdon Street Capital (*Private Equity Firm*) Beverly Hills, CA
Summer Intern Jul 2018 – Sep 2018

- Generated \$70,000 in new revenue for portfolio company through analysis of product mix
- Discovered product category inadequately marketed from misalignment of inventory regulations

LEADERSHIP & SERVICE

Santa Clara Tech Club Santa Clara, CA
Co-President Mar 2019 – Present

- Drove 510% increase in membership funding as a result of new promotion and pricing strategies
- Redefined club strategy- established new recruiting pipelines with 15+ technology companies
- Admitted club into the Leavey School of Business, gaining access to school network, events, and funding

Santa Clara Management Consulting Club Santa Clara, CA
Head of Events Jan 2019 – Present

- Assisted 100+ members in consulting-focused resume, networking, and interview trainings
- Managed catering and its associated finances for all club meetings and promotional events

Voluntary Service Overseas (VSO) Barcelona, Spain
Bilingual Volunteer Oct 2016 – Dec 2016

- Led and evaluated progress of 34 volunteers in service efforts and in adopting a foreign culture
- Trained volunteers from 21 distinct countries in monthly motivational instruction seminars

SKILLS & INTERESTS

- Proficient in SQL and Spanish; experience in VBA, Tableau, HTML, Web-Scraping, and SEO
- Interests: acoustic guitar, mountain biking, rock climbing, board sports, spike ball, and pickle ball
- Eagle Scout - Fundraised, and completed 200+ hour project for the homeless shelter
- Surfed the biggest typhoon swell to come through Southern California in decades in the summer of 2012

Product Management Resume Example

Role: Associate Product Management Intern at Salesforce

Mary Smith

(123) 456-789 | xxxxxx@gmail.com | linkedin.com/in/xxxxxx

EDUCATION

Pennsylvania State University State College, PA
B.S. Strategic Management (emphasis in Product Management), C.S. (Minor) Apr 2023

- GPA 3.96 / 4.00
- Full Academic Scholarship | Harold R. Adams Scholarship | Ruth Sonner Adams Endowed Scholarship | 6x Dean's List
- Tech Club: President | Product Management Club: VP | Research and Internship Club: VP
- Relevant Coursework: Product Management I & II, Analytics I & II, Strategy Implementation I & II, C++, SQL

EXPERIENCE

Salesforce (*Cloud computing and social enterprise SaaS provider*) San Francisco, CA
Incoming Associate Product Management Intern Starting June 2022

Backbone (Backed by Peterson and Foundry) Palo Alto, CA
Product Manager Intern Aug 2021 – Present

- Optimized organic growth channels contributing to a 200% increase in GMV over a 4-week period
- Shipped 10+ product features resulting in a 15% increase in daily active users
- Worked with Founder and CEO to establish long term product vision and strategy

Via (Backed by Sorensen and Peterson) San Jose, CA
Product Manager Intern May 2021 – Aug 2021

- Led revamp efforts to rebuild one of the main product offerings resulting in an estimated 3x increase in user engagement on the feature
- Renegotiated embedded analytics contract resulting in \$140,000 per year price reduction

Album VC (~200 million under management) Menlo Park, CA
Associate Intern Jun 2020 – Dec 2020

- Conducted competitive market analysis to recommend portfolio companies on potential funding options resulting in over \$14 million of later-stage funding
- Constructed a database with ~1300 Investment firms' theses to streamline Series A funding preparation process

Redpoint Ventures (~3 billion under management) Menlo Park, CA
Investment Analyst Intern May 2020 – Aug 2020

- Sourced and led deal due-diligence for potential minority investments in early-stage and growth-stage B2B SaaS
- 2nd (of 16) most productive intern in terms of investment theses, opportunities, and deal potential
- Developed investment thesis and pitched potential investment opportunities to Redpoint senior leadership
- Led discussions with 4 target company CEOs, built market map of competitive landscape, and drove financial due diligence of key SaaS metrics

LEADERSHIP & SERVICE

Largo Business Center (Non-profit) State College, PA
Product Manager Aug 2020 – May 2021

- Developed a product to help Latino entrepreneurs file legal paperwork needed to start a business creating an estimated 10x increase in Largo's north star metric
- Interviewed 50+ users to determine customer pain-points and optimize UX/UI design
- Managed \$10,000 per month SEO marketing campaign resulting in 5x improvement in conversion

Peace Corps Punta del Este, Uruguay
Volunteer Representative Jun 2019 – Aug 2019

- Managed ~260 service volunteers by overseeing logistics, volunteer transfer, and effective teaching and planning
- Led semimonthly training programs for 150 service volunteers, resulting in increased effectiveness and motivation

AWARDS, SKILLS & INTERESTS

- Hard Skills: C ++, Python, React Native, Node
- Soft Skills: Teamwork, Leadership, Agile & Scrum methodology, Customer Experience, Problem solving, Design thinking
- 1st Place PwC case competition
- Fluent Spanish (speaking, reading, and writing)
- Avid, yet mediocre, long-distance runner