

## SAMPLE RESUME, MEM/MBA

### Jane Doe Smith

Current Address  
Current Home/Cell Phone

Permanent Address (optional)  
jane.smith@yale.edu

email ONLY recommended for FES resume book, mailing address & phone for other submissions

## Education

**Yale School of Management** New Haven, Connecticut  
Candidate for *Master of Business Administration (MBA)*, 2006

- Concentration in Strategy and Finance

degree can be written as 'candidate' or 'expected 2006'

**Yale School of Forestry & Environmental Studies** New Haven, Connecticut  
Candidate for *Master of Environmental Management (MEM)*, 2006

- Concentration in Industrial Environmental Management

**Columbia University** New York, New York, *Bachelor of Science in Industrial Engineering*, 2000

## Experience

Summer 2004 **Salomon Brothers** New York, New York  
*Associate, Investment Banking, Corporate Finance*

- Conducted detailed strategic and financial analyses, prepared and participated in client presentations, supervised analysts
- Formulated acquisition/merger target recommendations for technology and power generation clients seeking to expand market share and increase P/E multiples. Analysis included comparable market valuations, precedent transactions and EPS accretion/dilution projections
- Evaluated private equity placement of \$30MM for a voice mail company seeking to expand operations. Modeled cash flows and calculated cost of capital
- Performed due diligence and coordinated lead managed equity and debt transactions in excess of \$500MM in healthcare, home-building and automotive industries

Action verbs used to start bullet items describing duties

2000-2003 **Andersen Consulting** New York, New York  
*Consultant*

- Assisted Fortune 500 companies in identifying competitive strategies, re-engineering process flows, implementing cost-cutting initiatives and improving customer service. Led project teams, prepared client deliverables, presented to upper management, and managed client relationships
- Re-engineered Fortune 100 office automation company's existing selling strategy to empower field sales representatives, improve customer service and reduce cost. conducted user interviews and benchmarking studies, performed process flow redesign and supervised 7 member team in implementing new sales force automation application. Resulted in estimated 30% reduction in cost and 40% increase in sales
- Created sustainable core competencies for a new pharmaceutical client facing industry legislative uncertainty

quantify experience when applicable

similar kinds of information should be formatted the same for ease of scanability

1997-1999 **Columbia University** New York, New York  
*Resident Advisor*

- Responsible for counseling and crisis intervention for 200 residents
- Coordinated campus activities – study breaks, focus groups, fundraisers
- Served as liaison for faculty, administration and student body

## Skills and Interests

- Fluent in French
- Skilled in MS-Office, relational databases and programming languages
- Active volunteer at *Connecticut Food Bank*

million dollar question re: MSOffice. Include if position asks for it, if Excel is the main database tool you know, or if you don't have other software expertise