

## I. Tepper Alumni Template Checklist

Use the following checklist to ensure your resume includes all of the important components. Your resume must:

- Feature your NAME in bold and ALL CAPITALS. (We recommend a 14 point font for your name).
- Communicate your phone number, email and city/state all across the top, in one line, under your name. Do not underline/hyperlink your email address. Note examples in parentheses.
- Have center justified headings in all capital letters (not bold or italics, etc.).
- Use only the EXPERIENCE, EDUCATION and ADDITIONAL INFORMATION headings which must be in the same order/placement as they appear on the template.
- Use only basic round bullets (no square bullets, arrows, asterisks, stars, check marks, etc)
- May exceed two pages in length, depending on how long you have been working. Typically, recent alums (5 years or shorter out of business school) should keep their resumes to 1 page. Over 5 years, your resume may end up being two pages. We do not recommend any alums go over 2 pages. The only exception is if you have a list of deals or publications that you want to add as some sort of appendix.
- May not use a summary statement at the top. However, we encourage that you use a summary in the experience section. (see template below for clarification).
- Use only one font
- Not have "Track Changes" enabled. Accept all changes made in "Track Changes" or recruiters will see the edited text in the converted document. If easier, turn your document into a PDF before circulating.
- Not include personal pronouns (I, we, their, or my).
- Not include "References Available Upon Request".
- Be proof-read for consistent punctuation and style within a section – e.g., degree titles, periods, locations, dates.
- Use your judgment on the following topics. Based on your opinion, you can add or delete:
  - Educational experiences beyond your graduate and undergraduate universities
  - Choose whether or not to list undergraduate honors, awards, overseas study, etc.
  - Your previous GPAs, GMAT or GRE scores (you decide)
  - The number and nomenclature of the bullets in the EXPERIENCE section.
  - Your citizenship status. If any of the content on your resume suggests that you might not have the long-term legal right to work in the US, but you do indeed have U.S. citizenship or permanent residency, state that on the bottom of your resume.

### Quick Tips to help you navigate the template:

- a) Press F11 to go to the next available field. Do not use the tab key to do so
- b) To delete a section, select the entire line by clicking in the white empty space to the left of that line. Then push the delete key.
- c) To delete more than one line, continue to drag downwards while holding down the mouse button.

# YOUR NAME

phone (123.456.7890)

email (name@gmail.com)

city, state (Pittsburgh, PA)

## EXPERIENCE

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### COMPANY/ORGANIZATION 1

*Insert summary of your overall responsibilities at the company. End it with "Accomplishments Include:" and highlight the most relevant and impactful things you did in the subsequent bullets.*

City, ST  
M/YY – M/YY

#### Title A (m/yy – m/yy)

- Describe how you demonstrated this skill in a past tense action oriented way; show the outcome.
- XXX.
- XXX.

#### Title B (m/yy – m/yy)

- Describe how you demonstrated this skill in a past tense action oriented way; show the outcome.
- XXX.

### COMPANY/ORGANIZATION 2

*Insert summary of your overall responsibilities at the company. End it with "Accomplishments Include:" and highlight the most relevant and impactful things you did in the subsequent bullets.*

City, ST  
M/YY – M/YY

#### Title A (m/yy – m/yy)

- Describe how you demonstrated this skill in a past tense action oriented way; show the outcome.
- XXX.

### COMPANY/ORGANIZATION 3

*Insert summary of your overall responsibilities at the company. End it with "Accomplishments Include:" and highlight the most relevant and impactful things you did in the subsequent bullets.*

City, ST  
M/YY – M/YY

#### Title A (m/yy – m/yy)

#### Title B (m/yy – m/yy)

- Describe how you demonstrated this skill in a past tense action oriented way; show the outcome.
- XXX.

## EDUCATION

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### CARNEGIE MELLON UNIVERSITY, TEPPER SCHOOL OF BUSINESS

*Master of Business Administration – MBA*

**GMAT: 700/800**

Pittsburgh, PA  
M/YY

- Concentrations: **X, Y and Z** (no more than 3)
- Tracks: (Only if you have been accepted into a Track)
- Memberships: XXXXXXXXXXXXX, YYYYYYYYYY, ZZZZZZZZ
- Honors: XXXXXXXXXXXX

### PREVIOUS GRADUATE UNIVERSITY

*Master of Science in XXXXXXXXXXXXX*

**GPA: 3.5/4.0**

City, ST  
M/YY

- Other relevant information about your graduate education - honors, leadership, memberships, etc.
- More.....

### UNDERGRADUATE UNIVERSITY

*Bachelor of Science in XXXXXXXXXXXXX*

**GPA: 3.5/4.0**

City, ST  
M/YY

- Other relevant information about your undergraduate education - honors, leadership, memberships, etc.
- More.....

## ADDITIONAL INFORMATION

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- Languages: (topics are merely suggested and not required)
- Software: (topics are merely suggested and not required)
- Affiliations: (topics are merely suggested and not required)
- Interests: (topics are merely suggested and not required)

**U.S. Citizen (or U.S. Permanent Resident)**

***Not necessary for US Citizens unless it may not be obvious to the reader***