# Wharton Resume Book Training

## MBA Career Management

September 2018

# Agenda

**Wharton Resume Book Process and Timeline**
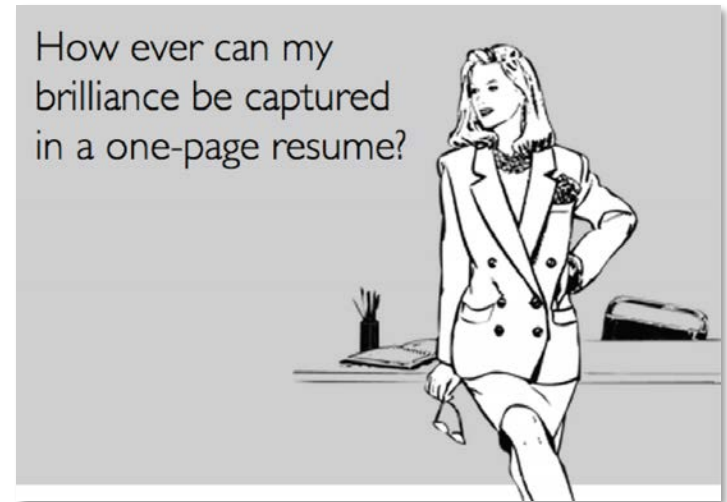
**Resume Resources**

- Resume Writing Competency Guide

- Online Resources and Templates

- Opportunities to Get Feedback


How ever can my brilliance be captured in a one-page resume?

**To Choose or Not to Choose?**

- Industry perspectives on what recruiters look for when reviewing resumes and deciding who to interview

**Open Q&A with Advisors**

# Wharton Resume Book Process and Timeline

# Your Resume at Wharton

**You will be submitting your resume via…**

- Wharton Class Resume Books

- Wharton Networking Expo Resume Books

- Club and Conference Resume Books

- CareerPath for job applications

- Company websites and external job boards

**You may have multiple versions of your resume, depending on your career goals**

- Customize your resume for different industries, companies and roles

# What is the Wharton Class of 2020 Resume Book?

**Online searchable database of resumes**

**Over 300 employers in a variety of industries use the Resume Book**

**Available to employers – October 19, 2018**

**Employers use the Resume Book to:**

- Get a snapshot of the incoming class

- Identify candidates for recruiting events

- Source candidates for off-campus hiring needs

# How do I get my resume into the Wharton Resume Book?

**Students must complete and submit**

- One general resume using the Wharton Template and adhering to Wharton Resume Book standards.

- Career Profile expressing industry, function and geographic interest/focus (employers find you based on this profile)

**Resume Deadlines**

| | |
|---|---|
| **Now → September 10** | Update Profile in Career Path & Work on Resume |
| **September 10** | Submit Resume to Career Path to have a Review by MBACM |
| **Sept 13 → Oct 11** | Resume Feedback will be Provided Via Email |
| **October 14 (11:59 pm ET)** | Deadline to Submit Final Resume to Career Path for the First Year Resume Book |

# Resume Resources

# Job Search Competency: Resume Writing

Self-Assessment and Clarifying Goals♦ Process Management ♦ Industry and Company Research ♦ Building a Target List ♦ Resume Writing
Personal Brand and Pitch ♦ Cover Letters and Email Outreach ♦ Networking ♦ Interviewing ♦ Offer Management ♦ On-the-Job Success

| **Resume Writing** | Create an impactful MBA-level resume that is tailored to your target industry and/or function and showcases your relevant skills and accomplishments. |
| --- | --- |

Job Search Competencies Resource Page

# Resume Writing Competency Guide

- Create a **future-focused** resume that highlights your most relevant experience, skills and attributes for the target role

- Show a **track record of achievement** (career, academic, and/or personal endeavors)

- Create **different, tailored versions** of your resume for each industry/function you are targeting

- Write **results-oriented** bullet points to show your **accomplishments and impact**, not just basic job responsibilities (pass the "So what?" test)

- **Quantify results** with metrics, where possible

- **Analyze the job description** and use language to **reflect key qualifications** for the position

- Use the **"Wharton" section** strategically to signal your focus and commitment to the target industry and function

- Use the **"Additional Information" section** to reinforce your fit/passion for the industry/role, as well as give the reader a sense of who you are beyond school and work

- Format your resume to be "easy on the eye" and **easily skim-able**

Job Search Competencies Resource Page

# Online Resume Resources



**MBACM Resume Resource Page**

- Industry-specific resume guides

- Reference list of action verbs

- View sample student resumes

- Wharton Resume Templates

- Wharton Resume Book Standards

- VMock – analyze resume line-by-line

# Timeline for Wharton Resume Content Reviews

| | |
|---|---|
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**Each student may submit their resume for one resume review by a MBACM resume reviewer.**

Wharton

# Additional Opportunities for Content Feedback

- Career Advisor Office Hours

  - Check schedule on the MBACM website:
    https://students.mbacareers.wharton.upenn.edu/career-advising/

- Second-Year Career Fellows

  - Schedule an in-person resume review with a trained industry-aligned 2Y Career Fellow

  - Sign-ups begin September 26 for sessions October 8-11:
    https://students.mbacareers.wharton.upenn.edu/career-advising/career-fellows/

- Student Club Resume Reviews

  - Contact your Club for more info (offerings vary by Club)

"A gentleman left his resume. Apparently, he wanted to ensure it didn't get lost with the others."

# To Choose or Not to Choose?

Industry Perspectives

# Industry Perspectives: What Recruiters Look For

Resume Examples:

- Consulting

- Consumer Products & Retail

- Private Equity

- Technology (2 versions)

- Real Estate (2 versions)

- Healthcare

- Startups (2 versions)

Questions?