

MIT Sloan Resume Requirements & Guidelines



Career Development Office

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Requirements



Your MIT Sloan Resume

Two Key Components to Building your MIT Sloan Resume

Requirements

These criteria are required to be included in the MIT Sloan Resume Database

Contact Information: Name, Phone Number, MIT Sloan or MIT email

MIT School Name & Degree: Written exactly as specified for the program

Sections: Education, Experience, Additional Information

Format: 1 page, Times New Roman 10pt, circle bullets

Margins: 0.5" top and bottom, 0.65" left and right

ABIGAIL CHEN
Cambridge, MA
(603) 224-9274
achen@mit.edu

EDUCATION

MIT SLOAN SCHOOL OF MANAGEMENT Cambridge, MA
Candidate for *MBA*, June 2023
2021 - Present
• DesignWorks Program: Applied human-centric design principles in partnership with design consulting firm Continuum and managed client relationship with MIT administration to develop solutions to perceived Sloan space constraints
• RailsBridge Workshop: Built and deployed Web application using Ruby on Rails
• VP of Student Hosted Dinners, Happy Belly Club: Organized weekly dinners for club membership of over 300 students

HARVARD UNIVERSITY

Cambridge, MA
A.B. with honors in *Psychology*, cum laude
2012 - 2016
• Dean's List, John Harvard Scholarship and Deane Book Prize for academic distinction
• Founder, Haste fashion show, which became an ongoing student club, studied abroad in Rome, Italy (2015)

EXPERIENCE

WAYFAIR Boston, MA
Online home furnishings retailer with 25 business categories
2019 - 2021
Senior Category Manager (2019-2020), promoted from Category Manager (2020-2021)

Innovation and Cross-Functional Leadership

- Led team of software engineers, financial analysts, operations specialists, and warehouse managers to develop software to manage \$165K returned inventory, reversing trend of inventory mismanagement losses totaling \$20K
- Increased channel revenue by 150% in Amazon marketplace by diagnosing root cause of low marketplace SKU count and working closely with engineering and business development teams to re-engineer code to eliminate duplicate SKUs
- Developed and analyzed inventory status reports to synchronize advertising spend with merchandise in-stock status, generating conversion rate increases that exceeded targets by 10%

Business Impact

- Doubled Rag category revenue from \$4.5M to \$9M in 10 months by analyzing internal performance reports and Google Analytics to identify and execute on growth strategies, which reversed a two-year trend of decreased revenue
- Increased gross margin by over 1,500 basis points and launched inventory stocking program for \$30M Lighting category by negotiating new payment terms, product pricing, and contracts with 30 key vendors
- Grew Footwear category revenue from \$3M to \$7M in 2013 and generated first profitable year by re-structuring Web site, testing new online advertising strategies, expanding product selection, and launching key vendor partnerships

Awards and Recognition

- Led team to achieve top rank within department by coaching on analytical, project management, and negotiation skills
- Received *Rack Star Mentor Award* (selected from 75 mentors) during Spring 2014 mentorship program
- Ranked in top percentile by Directors in stack rank evaluation of leadership and performance of 100 employees

AWM Inc.

New York, NY
Designer and manufacturer of women's contemporary footwear with total revenue exceeding \$800K
2017 - 2019

Founder and President

- Established AWM Inc. as a boutique brand in contemporary footwear by designing, marketing, and producing seven seasons of footwear, which consisted of 28 wholesale product shipments
- Established distribution with over 150 accounts including Pipertime.com, Shoebuy.com, and Urban Outfitters
- Developed cost-saving design, production, and quality control methods and partnered with three factories in China
- Directed public relations campaigns that resulted in product coverage in national media including *Loiselle Magazine*, *Footwear News*, *Elle Magazine*, *TODAY*, *Good Morning America*, and multiple fashion blogs

MONITOR GROUP

New York, NY
Consultant
2016 - 2017
• Created demand model for international launch of cancer-prevention vaccine using qualitative customer segment research and quantitative country health data

ADDITIONAL INFORMATION

- <http://www.linkedin.com/in/abigailchen>
- Computer Skills: SQL, Ruby on Rails, Adobe Photoshop, and Adobe Illustrator
- Travel and Languages: North and South America, East Asia, Western Europe, Conversational Thai, Basic Italian
- Hobbies and Interests: Amateur baker and ice-cream maker, casual painter and drawer

Additional Guidelines

Guidelines: Recommended, but not required, that you follow

Format

Requirements in Red Box; the Rest are Guidelines

Requirements:

- 1 page (maximum length)
- Times New Roman font, 10 pt.
- Circle bullets
- Margins: 0.5" top and bottom, 0.65" left and right
- Contact information at top
- Capitalize School and Employer names
- Order of sections: Education, Experience, Additional Information

Additional Guidelines:

- Do not use periods at end of bullets
- Do not use sub-bullets
- List dates in years only, with the exception of internships
- Write out numbers from zero to ten
- List U.S. locations by city, state (Cambridge, MA) and list all other locations by city, country (Montreal, Canada)
- See additional formatting recommendations on [Slide 13](#)

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Candidate for M.B.A., June 2023 2021 - Present

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EXPERIENCE

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Online home furnishings retailer with 25 business categories 2019 - 2021
Senior Category Manager (2019-2020), promoted from Category Manager (2020-2021)

- Innovation and Cross-Functional Leadership*
- Led team of software engineers, financial analysts, operations specialists, and warehouse managers to develop software to manage \$163K returned inventory, reversing trend of inventory mismanagement losses totaling \$20K
 - Increased channel revenue by 150% in Amazon marketplace by diagnosing root cause of low marketplace SKU count and working closely with engineering and business development teams to re-engineer code to eliminate duplicate SKUs
 - Developed and analyzed inventory status reports to synchronize advertising spend with merchandise in-stock status, generating conversion rate increases that exceeded targets by 10%

Business Impact

- Doubled Rug category revenue from \$4.5M to \$9M in 10 months by analyzing internal performance reports and Google Analytics to identify and execute on growth strategies, which reversed a two-year trend of decreased revenue
- Increased gross margin by over 1,500 basis points and launched inventory stocking program for \$30M Lighting category by negotiating new payment terms, product pricing, and contracts with 30 key vendors
- Grew Footwear category revenue from \$3M to \$7M in 2013 and generated first profitable year by re-structuring Web site, testing new online advertising strategies, expanding product selection, and launching key vendor partnerships

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- Led team to achieve top rank within department by coaching on analytical, project management, and negotiation skills
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Contact Information

Requirements in Red; the Rest are Guidelines

Requirements:

- Your first and last name, all in bolded capital letters
- U.S. phone number
- MIT Sloan or MIT email address

Additional Guidelines:

- Include your preferred nickname in parentheses
- Include a second local phone number, if recruiting internationally
- Do not include your full address
- Including your city and state is optional
- Remove the hyperlink from your email address
- Use your MIT EFL or MIT Sloan email address

FIRST (NICKNAME) LAST
(XXX)XXX-XXXX | student.email@mit.edu

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EDUCATION

MIT SLOAN SCHOOL OF MANAGEMENT Cambridge, MA
2021 - Present

Candidate for MBA, June 2022

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Business Impact

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- Established distribution with over 150 accounts including Pipefitline.com, Shoesby.com, and Urban Outfitters
- Developed cost-saving design, production, and quality control methods and partnered with three factories in China
- Directed public relations campaigns that resulted in product coverage in national media including *Lucy Magazine*, *Footwear News*, *Elle Magazine*, *TODAY*, *Good Morning America*, and multiple fashion blogs

MONITOR GROUP

Consultant New York, NY
2016 - 2017

- Created demand model for international launch of cancer-prevention vaccine using qualitative customer segment research and quantitative country health data

ADDITIONAL INFORMATION

- <http://www.linkedin.com/in/abigailachen>
- Computer Skills: SQL, Ruby on Rails, Adobe Photoshop, and Adobe Illustrator
- Travel and Languages: North and South America, East Asia, Western Europe, Conversational Thai, Basic Italian
- Hobbies and Interests: Amateur baker and ice-cream maker, casual painter and drawer

MIT School Name & Degree

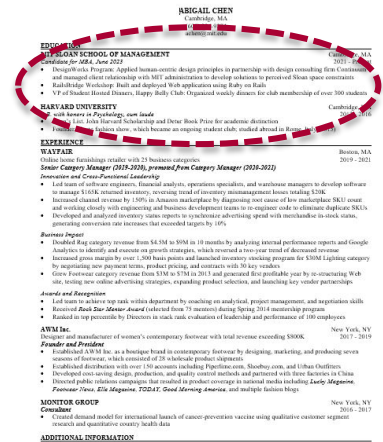
Requirements in Red; the Rest are Guidelines

Requirements:

- Represent school name and program exactly as specified (Slides 7-8)
- Include all educational institutions from which you received a degree (e.g., undergraduate degree, other degrees, if you were a transfer student)
- List education in reverse chronological order (most recent at the top); include location and dates attended

Additional Guidelines:

- Coursework, Thesis
- Concentrations / Tracks
- Certifications
- Honors, Awards, Distinctions, GPA
- Clubs and activities
- Study Abroad
- Case Competitions



MIT SLOAN SCHOOL OF MANAGEMENT

Candidate for MBA, June 2023

- Bullets
- Bullets

BOSTON UNIVERSITY

BA in Economics

- Bullets
- Transferred from University of Waterloo (Fall 2012)

Cambridge, MA

2021 – Present

Boston, MA

2011 – 2016

MIT School Name & Degree

You are Required to Represent the School and your Program Exactly as Specified

MBA
Graduating 2023

MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for MBA, June 2023

LGO
Graduating 2023

MASSACHUSETTS INSTITUTE OF TECHNOLOGY
Leaders for Global Operations Fellow
Candidate for MBA, MIT Sloan School of Management, June 2023
Candidate for SM in Mechanical Engineering, MIT School of Engineering, June 2023

HKS

MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for MBA, May 2023

HARVARD JOHN F. KENNEDY SCHOOL OF GOVERNMENT
Candidate for MPA, beginning in September 20XX

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MIT School Name & Degree

You are Required to Represent the School and your Program Exactly as Specified

PhD CEP
Graduating 2023

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Candidate for MBA, June 2023

Candidate for PhD in Chemical Engineering Practice, MIT School of Engineering, June 2023

MS in Chemical Engineering Practice, MIT School of Engineering, February 2020

IDM
Graduating 2023

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Candidate for MBA, MIT Sloan School of Management, June 2023

Candidate for MS, Integrated Design & Management, MIT Sloan and MIT School of Engineering, June 2023

MCP
Graduating 2023

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

Candidate for MBA, MIT Sloan School of Management, June 2023

Candidate for Master in City Planning, MIT School of Architecture + Planning, June 2023



Required Sections

Requirements:

- Education
- Experience
- Additional Information

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Consultant New York, NY
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ADDITIONAL INFORMATION

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- Computer Skills: SQL, Ruby on Rails, Adobe Photoshop, and Adobe Illustrator
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- Hobbies and Interests: Amateur baker and ice-cream maker, casual painter and drawer



Additional Guidelines and Resources



Additional Resume Resources

All Accessible in the [Career Foundations Course on Canvas](#)

**Functional
Area Skills
Grid**

**Industry
Skills Lists**

**List of Action
Verbs**

**Virtual
Resume
Reviews**

**Sample
Resumes**

**Resume
Feedback
via VMock**

**Resume
Template /
MSWord doc**

Index for Guidelines

Something You Can Showcase on Your Resume, but Don't Know Where or How?

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Formatting Guidelines

Additional Guidelines

- **Dates:** Dates are generally listed as years only (“2018 – 2019”) – with the exception of internships. List six-month internships/rotations by months (“June – December 2018”), and list shorter internships by season (“Summer 2022” or “Winter 2022”). List experiences in reverse chronological order.
 - The dates for your MIT Sloan degree are “2021 – Present” (not “2021 – 2023”, since you haven’t graduated yet). The heading is “MIT SLOAN SCHOOL OF MANAGEMENT” and your degree is “Candidate for MBA, June 2023.”
- **Locations:** List U.S. locations by city, state (Cambridge, MA). List all other locations by city, country (Montreal, Canada).
- **Currencies:** Translate currency amounts to U.S. dollars and use “\$” preceding the number. Use “K” for thousands, “M” for millions and “B” for billions. You may write rounded numbers without using the “~” symbol. (e.g., \$50K)
- **Numbers:** If a bullet ends in a number from zero to ten, write the word instead of using the numeral.
- **Repetition & Punctuation:** Avoid repeating the same action verbs. We recommend avoiding periods at the end of your bullets; if you use them, be consistent - either all or none of the bullets should have periods.
- **Acronyms & Jargon:** Eliminate technical industry jargon or unfamiliar acronyms so your resume is easily understood by the reader.



Education Section – Guidelines

Additional Guidelines

- **Certificates:** Listed under your MIT Sloan degree.
 - Pursuing Business Analytics Certificate
- **Anticipated Coursework:** You may list courses you intend to take or are in the process of taking as “Anticipated Coursework” (since you have not completed these courses yet).
 - Anticipated Coursework: Advanced Financial Mathematics, Advanced Analytics of Finance
- **Course Projects:** If you are pursuing Management Consulting or another industry that appreciates consulting skills, you may wish to include a bullet that summarizes a relevant course project where you demonstrated these skills.
 - Consulted with leading U.S. technology company to develop go-to market strategy for solution sales to small and medium sized businesses
- **Clubs & Activities:** Included as bullets below your degree. For MIT Sloan, we suggest listing no more than three career-related clubs that are complementary and that signal your interest in an industry or function. For undergraduate clubs, only include those where you held a significant leadership role.
 - Clubs: Technology, Product Management, and Sloan Women in Management Clubs
 - Clubs: Vice President of Investment Management Club



Education Section – Guidelines

Additional Guidelines

- **Honors & Awards:** Include academic awards you have received or for which you were a finalist; make sure the award is recognizable and/or quantifiable.
 - Honors: Recipient of Bob Smith Award for excellence in mathematics, awarded to top ten students
- **Graduation with Distinction:** If you graduated *summa/magna/cum laude*, include this in lower case italics after the degree.
 - BA in Economics and English, double-major, *cum laude*
- **Study Abroad:** Included as a bullet below your degree.
 - Study Abroad at Oxford University in Oxford, UK (Spring 2017)
- **Tracks:** Listed under your MIT Sloan degree.
 - Pursuing Finance Track, intended concentration in Capital Markets
- **Transfer Student:** Prior institutions should be noted in a bullet point under the school you graduated from.
 - Transferred from the Rose Hulman Institute of Technology (Fall 2016)



Experience Section – Guidelines

Additional Guidelines

- **Bullets & Action Verbs:** Experience related to each particular role is listed in bullets directly below the title. All bullets should begin with an action verb and show results or business impact. Do not repeat action verbs. Remove unnecessary articles (“a”, “an” and “the”) to save space.
 - Instead of: Responsible for a validation project
 - Use action verbs and show impact: Led validation project on \$8B variable annuity model, resulting in correction of model errors and release of \$5M+ in reserves
- **Highlighting Specific Skills:** When making a change from one industry/function to another, it can sometimes be effective to organize your experience by skill-based sub-headings rather than by job title. See sample resumes for examples of skill-based resumes.
- **Company Descriptions:** If you worked for a company that would not be easily recognized in your target market, you may include a brief company description in regular font in the line below the company name.
- **Promotions & Multiple Roles:** You can list multiple positions separately or indicate them under one heading.

EXAMPLES

SKODA

Largest automobile manufacturer in Slovakia, with annual sales of \$5B

Senior Financial Analyst (Promoted from Financial Analyst)

- Managed financial and accounting analysis for eastern European region (\$400M in revenue)

Bratislava, Slovakia

2017 – 2021

OR

SKODA

Largest automobile manufacturer in Slovakia, with annual sales of \$5B

Senior Financial Analyst

- Managed financial and accounting analysis for eastern European region (\$400M in revenue)
- More bullets relating to your work as a Senior Financial Analyst

Bratislava, Slovakia

2019 – 2021

Financial Analyst

- Fewer but various bullets relating to your work as a Financial Analyst

2017 – 2019



Additional Information Section – Guidelines

Additional Guidelines

- **Work Authorization:** If you have work authorization in the country where you are applying for a job and this is not evident from your resume, it is to your advantage to include a bullet with that information (“U.S. Permanent Resident”).
- **Languages:** We recommend including any foreign languages spoken in this section. To describe your level of fluency use: fluent, conversational or basic. It is assumed that because you attend a U.S. business school you are fluent in English – no need to include it on your resume.
- **Computer Skills:** Include computer skills that are directly relevant to the position that you are applying for, such as R, Stata, C++, Python. Do not include Microsoft Office skills – these are assumed.
- **Certifications:** If you have received any certifications, such as a CFA or FRM, you must adhere to the guidelines specified by the organization to represent your certification accurately on your resume.
- **LinkedIn or Github URL:** You may wish to include the URL to your LinkedIn or Github page. For LinkedIn, make sure you have created a customized Public Profile URL (www.linkedin.com/in/yourname).
- **Volunteer Experience:** Include significant volunteer experience; provide a description of the organization cause if not apparent.
- **Interests:** Share interests or hobbies that round out the picture of who you are, which you are able to easily discuss and in which you are active. Interesting information might be used by the interviewer as an ice-breaker or to build rapport. Strive to be specific and unique.
 - Amateur gluten-free chef (instead of cooking)
 - John Grisham and J.K. Rowling fanatic (instead of reading)

