

Resume Table Exercise



INSTRUCTIONS

- Complete resume table, including the organization and your current bullet wording for each. **Add as many lines as you need** (typically, it is 2-3 pages when you're done)! It is important to include your professional, educational and interest bullets. Do not worry about extensive resume formatting prior to completing this exercise – this should help you to streamline your resume if you already believe you have more than enough for a single page.
- Identify the qualities / skills that you are trying to convey about yourself through the application and specifically on your resume. We've included some sample categories here that one client included (3 years Bain experience + one year post-Bain). Select the qualities that are most important to you.
- Evaluate each bullet for the following:
 - **What are the results you're highlighting in the bullet?** Please note: not all bullet points are conducive to including results. It is best, where possible, to attempt to include them. I've included a couple of examples on the chart below.
 - **What skill(s) does each bullet address?** Review each and select all of the qualities that you think the bullet conveys. While you do not want to touch on too many attributes with each bullet, it is certainly possible to reinforce 2+ points with many.
- Evaluate your resume
 - **Sum up the number of times each skill is identified.** When you look at the overall picture, does it reflect what you want to say about you? Oftentimes, the first version can be extremely analytical in its focus, without many team-related examples, or may not include enough of the industry focus you want to communicate.
 - **Have you included enough results?** Review each of your bullets to make sure you've been specific about accomplishments

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Organization	Bullet	Results	Analytical skills (qualitative)	Analytical skills (quantitative)	Team player	Industry research	Results-oriented	Take initiative	Proven client skills	Operations experience	Creative problem solving	Passion for INDUSTRY	Passion for travel	Global exposure	Track record of giving back	Leader
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