

General resume items

- Consistent use of commas and semi-colons
- Consistent use of “, -ing” vs. “; -ed”
- Consistent capitalization

School	Resume checklist
Chicago (Booth)	<input type="checkbox"/> Relentless curiosity and fiercely independent thought <input type="checkbox"/> Vigorous dialogue <input type="checkbox"/> Take the lead in solving problems <input type="checkbox"/> Challenge conventional wisdom <input type="checkbox"/> Generate new insights <input type="checkbox"/> Uncover compelling evidence
Columbia (CBS)	<input type="checkbox"/> KNOWLEDGE: Academic Excellence <input type="checkbox"/> ACCESS: Exposure to the Pulse of Business, Inside and Outside the Classroom <input type="checkbox"/> COMMUNITY: Diverse, Open, Entrepreneurial <input type="checkbox"/> IMPACT: Making a Powerful Impact on Business and Society
Cornell (Johnson)	<input type="checkbox"/> A leader in business education for the connected world <input type="checkbox"/> Live innovation <input type="checkbox"/> Collaboration <input type="checkbox"/> Aspiring leaders <input type="checkbox"/> Seek significant career growth and new opportunities <input type="checkbox"/> People who value an intense, diverse, and authentic community
Dartmouth (Tuck)	<input type="checkbox"/> Smart, curious, and engaged <input type="checkbox"/> Accomplished, impactful, and principled <input type="checkbox"/> Aware, ambitious, and purposeful <input type="checkbox"/> Encouraging, collaborative, and empathetic
Duke (Fuqua)	<input type="checkbox"/> A global presence <input type="checkbox"/> Connecting disciplines <input type="checkbox"/> Be a leader and team player; brilliant and human; analytical and a globalist <input type="checkbox"/> Evidence of partnerships <input type="checkbox"/> Change-oriented

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Emory (Goizueta)	<input type="checkbox"/> Tolerance for ambiguity <input type="checkbox"/> Experiential learning <input type="checkbox"/> Leadership presence <input type="checkbox"/> Day-one readiness
Georgetown (McDonough)	<input type="checkbox"/> Equality <input type="checkbox"/> Respect <input type="checkbox"/> Cura personalis, or education of the whole person
HBS	<input type="checkbox"/> Habit of leadership <input type="checkbox"/> Analytical aptitude and appetite <input type="checkbox"/> Engaged community citizenship
INSEAD	<input type="checkbox"/> Leadership potential <input type="checkbox"/> Academic capacity <input type="checkbox"/> International motivation <input type="checkbox"/> Ability to contribute
LBS	<input type="checkbox"/> Experienced <input type="checkbox"/> Ambitious <input type="checkbox"/> Culturally aware <input type="checkbox"/> A potential leader <input type="checkbox"/> Globally inquisitive
MIT (Sloan)	<input type="checkbox"/> Leadership and an ability to inspire others <input type="checkbox"/> A collaborative spirit and focus on community <input type="checkbox"/> Intellectual curiosity and analytical strength <input type="checkbox"/> Creativity to generate new solutions to existing challenges <input type="checkbox"/> Growth in both professional and personal endeavors
Michigan (Ross)	<input type="checkbox"/> Leaders who make a positive difference in the world <input type="checkbox"/> Making positive change <input type="checkbox"/> Solve problems by thinking across disciplines <input type="checkbox"/> Analytical <input type="checkbox"/> Action-oriented

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Northwestern (Kellogg)	<input type="checkbox"/> Leaders who can ignite and inspire lasting growth <input type="checkbox"/> Adaptive, resilient and bold <input type="checkbox"/> Courageous thinker <input type="checkbox"/> Support colleagues
NYU (Stern)	<input type="checkbox"/> Disruptive thinking <input type="checkbox"/> Experimentation <input type="checkbox"/> Academic Excellence <input type="checkbox"/> IQ + EQes <input type="checkbox"/> Community orientation <input type="checkbox"/> Global mindset
Rice (Jones)	<input type="checkbox"/> Developing principled, innovative thought leaders in global communities
Stanford (GSB)	<input type="checkbox"/> Change lives <input type="checkbox"/> Change organizations <input type="checkbox"/> Change the world
UC Berkeley (Haas)	<input type="checkbox"/> Question the Status Quo <input type="checkbox"/> Confidence Without Attitude <input type="checkbox"/> Students Always <input type="checkbox"/> Beyond Yourself
UCLA (Anderson)	<input type="checkbox"/> Share success <input type="checkbox"/> Think fearlessly <input type="checkbox"/> Drive change
U Penn (Wharton)	<input type="checkbox"/> Putting knowledge into action <input type="checkbox"/> Culture of engagement <input type="checkbox"/> Innovative leadership <input type="checkbox"/> Global focus
UNC (Kenan-Flagler)	<input type="checkbox"/> Leadership <input type="checkbox"/> Focus on results <input type="checkbox"/> Interest in the bottom line and the greater good
USC (Marshall)	<input type="checkbox"/> Global mindset <input type="checkbox"/> Thought leader and knowledge creator

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UT Austin (McCombs)	<input type="checkbox"/> Knowledge and understanding <input type="checkbox"/> Responsibility and integrity <input type="checkbox"/> Communication and collaboration <input type="checkbox"/> Worldview of business and society
UVA (Darden)	<input type="checkbox"/> Ready to share their perspective <input type="checkbox"/> Ready to get involved <input type="checkbox"/> Ready to make an impact
UW (Foster)	<input type="checkbox"/> Global perspective and the ability to see beyond one's own viewpoint <input type="checkbox"/> Community impact (both civic & company-focused) <input type="checkbox"/> Being able to play multiple roles on teams (leader & contributor) <input type="checkbox"/> Entrepreneurial (or intrapreneurial) mindset - define and solve problems wherever you are
Vanderbilt (Owen)	<input type="checkbox"/> Balanced approach to life <input type="checkbox"/> History of accomplishment <input type="checkbox"/> Sense of social responsibility <input type="checkbox"/> Entrepreneurial spirit <input type="checkbox"/> Outstanding potential for leadership in business and society
Yale	<input type="checkbox"/> Educating global leaders for business and society <input type="checkbox"/> Global experience