

## TEMPLATE

# Management consultant resume

Management consultant resumes are different from other resumes—and for good reason. When firms hire new consultants, they want to know they can rely on their new hire to deliver results for their clients. Clients only care about one thing: value. The more your resume proves you can add value, the more likely you are to get a call back from the consulting firm you want to join.

Before writing your resume, keep these things in mind:

- Try to keep it to one page: Your resume is a highlight of your experience and the value you bring. It isn't a complete log of every task you've completed. Be sure to only include what's relevant to the job you're applying for and accomplishments that you're proud of.
- Use facts and figures: Management consultants want to see impact on every line in a resume. If your task or project didn't have an impact on your client or organization and wasn't quantifiable, consider omitting it.
- Be active, not passive: The more active your language, the easier it is for whoever is reading your resume to feel like you drove the project and were responsible for the results.
- Keep it simple: Management consulting can seem intimidating, and so you may want to use flowery, complex language to fit in. Don't! Keep your language simple and easy to understand.

Whether you're new to consulting or you're looking for a resume refresh, use this template to help you in your job search.

# Jamie Doe

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This is an opportunity to describe your objective in one or two brief sentences.

## Work experience

### Employer name, *job title*

### Dates employed

Introduce your most recent/current employer in a brief sentence and a quick description of your role. Then highlight:

- Your primary responsibilities
- A major project or initiative you worked on and the results (e.g., managed client's vendor negotiations resulting in a 14% cost savings)
- Any managerial or leadership responsibilities you may have

### Previous employer name, *job title*

### Dates attended

Describe your previous employer in a brief sentence and a quick description of your role. Then highlight:

- Your primary responsibilities
- A major project or initiative you worked on and the results (e.g., managed client's vendor negotiations resulting in a 14% cost savings)
- Any managerial or leadership responsibilities you may have

## Education

### University name, *degree obtained*

### Dates attended

Give a brief summary of relevant courses you completed, as well as highlighting:

- Any academic honors you received, like Dean's List
- Any grants or fellowships you received
- A brief, easy to understand description of your thesis or dissertation (if you obtained an advanced degree)
- Extra curricular activities you participated in or achievements

## Additional skills

Use this section to highlight any proficiencies that your prospective employer may want to utilize, like:

- **Technical skills:** Tableau, Domo, basic HTML, advanced Excel
- **Languages:** English, Spanish (professional fluency), French (conversational fluency)
- **Travel:** Willing and able to travel up to 80%