



Rutgers Consulting Group

RCG Resume Workshop

October 26, 2023

New Brunswick, New Jersey | rutgersconsulting.com

the premier consulting organization at rutgers university



Agenda

1

What is a Consulting Resume?

2

Resume Structure/Format

3

Writing Great Bullets

4

Example Resume Walkthrough

5

Framing Your Experiences For Consulting

Meet the Team



David Rubin
President
Major: Economics
Minor: Chemistry

Incoming Consultant at Oliver Wyman
Summer Associate Consultant at Putnam
Experience in MedTech & Research



Sukhmeet Bedi
Director of External Ops
Majors: Finance, BAIT
Minor: Entrepreneurship

Incoming Business Analyst at Capital One
Previously Business Transformation Consulting
Intern at CrossCountry Consulting



Individuals of any background can go into consulting, so demonstrating the core characteristics of a good consultant is most important

Here are some examples of the traits that recruiters look for during resume screening:

Problem Solving & Impact

- Detail experiences where you had to structure and solve a difficult problem
- Quantify the impact of your solution
- Can be research, engineering, business-related, etc.

Leadership

- Consulting firms expect individuals to lead teams one day
- Detail any experience where you led a team towards a common objective, especially in a business context

Teamwork

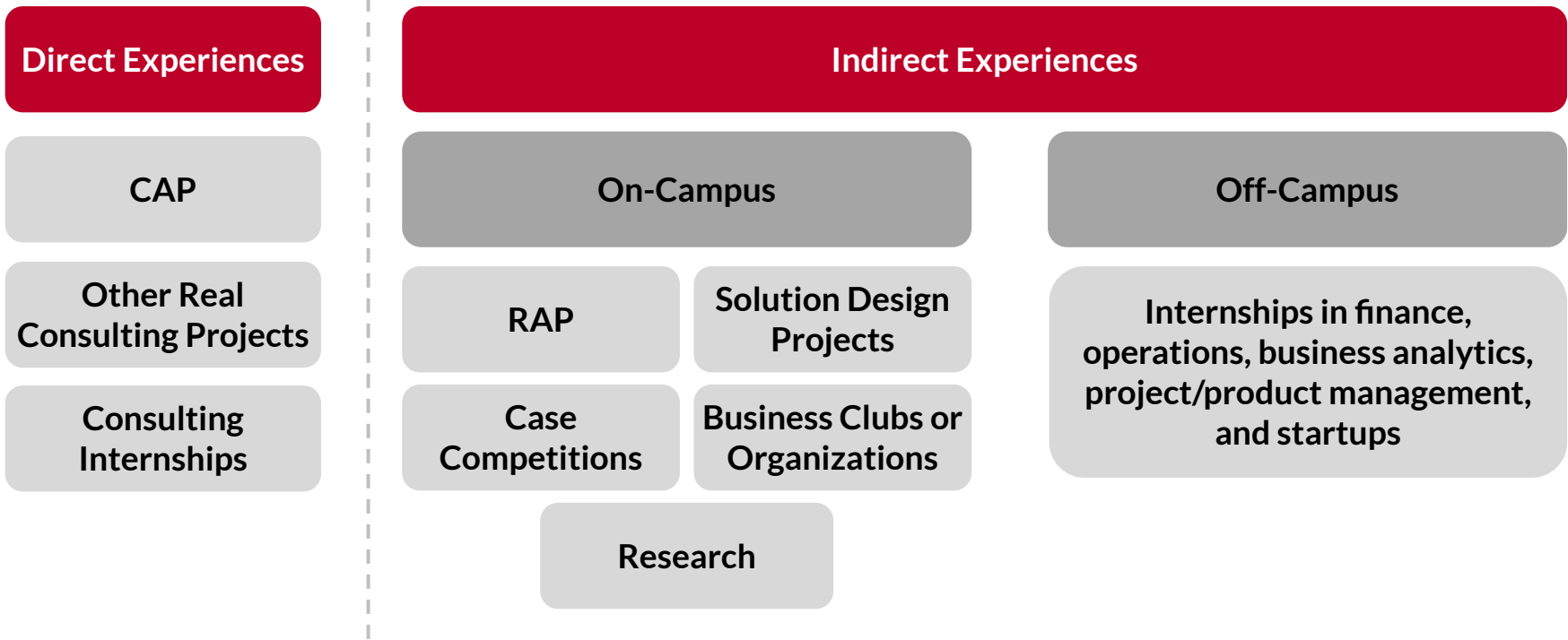
- Consultants work on teams every day, so showing that you can be a strong contributor to a winning team is important
- Detail any experience where you played a key role on a team

Key Takeaways

Consulting requires no specific background or skills, so **demonstrating traits and impact is more important** than showing any type of technical expertise in a given field. You are not expected to be an expert at anything.



To build the right experiences for consulting, focus on direct consulting experiences or indirect experiences that are adjacent to consulting





Generalist resumes look slightly different than specialist resumes

Management Consulting

Generalist Consulting

- Broader experiences are okay
- Focus on core consulting skills or ability to work on a wide variety of problems across industries/business functions
- **More important to show characteristics than specific experiences**

Specialist Consulting

- Recommended to have experience and clear interest in the target industry/function
- **Resume should tell a story of your interests**
- Ex: don't apply to a life sciences firm with no experience or project work in the life sciences

Resume format should be standard, serious, and not overly crowded

Standard Contents

- **Education** – including. major, GPA, dates, honors, test scores, etc.
- **Professional/Work Experience** – including internships or real-world projects
- **Leadership Experience** – including club positions or other team leadership
- **Extracurricular Experience** – any other types of involvement where you made an impact

Good Examples:

Penn Consulting Resume

Mergers & Inquisitions

Note:

You could theoretically use any format you want. These are suggested because recruiters are well-familiar with them.

Resume format should be standard, serious, and not overly crowded

Matt Smith
student@wharton.upenn.edu | (919) 555-1212
 School Address: Harrowell College House, 3820 Locust Walk MB 261, Philadelphia, PA 19104
 Permanent Address: 11 Palm Lane, Umm Suqaim 3, Dubai, U.A.E.

EDUCATION

University of Pennsylvania, Aronson Fisher Program in Management and Technology Philadelphia, PA
 • School of Engineering and Applied Science: BSE in Computer Science, Minor in Mathematics May 20xx
 • The Wharton School: BS in Economics, Concentrations in Finance and Management May 20xx
 • Cumulative GPA: 3.72/4.00 | Honors: Wharton Dean's List & Engineering Dean's List (May 20xx)

Dubai College (High School) Dubai, U.A.E.
 • SAT Scores: Math 790 | Writing 760 | Reading 730 June 20xx
 • A Levels: Mathematics A* (581/600), Physics A* (597/600), Chemistry A* (594/600), Economics A* (396/400)
 • AS Levels: Further Mathematics A (290/300)

PROFESSIONAL EXPERIENCE

Wharton Small Business Development Center, Consultant, Philadelphia, PA October 20xx - Present
 • Consulted for real estate appraisal management software company (\$7MM annual sales revenue) and identified potential growth opportunities for diversification in revenue streams
 • Analyzed market space for commercial real estate appraisal management software industry and estimated an upper bound for potential revenue generation for new product in this space (\$30MM annual revenue)
 • Developed Excel interactive sales tool to communicate economic value to customer given set of inputs, such as cost of appraisals and cost of Full Time Equivalents (FTEs)

Management & Technology Summer Institute, Residential Teaching Assistant, Philadelphia, PA July 20xx - August 20xx
 • Supervised 50 high-achieving high-school students through completion of college course in Engineering Entrepreneurship that involved thinking of a technology-related business idea and creating an associated market plan
 • Advised students on appropriate business plans for their product concepts and discussed getting to market strategies for prototypes
 • Facilitated successful construction of product prototypes by acting as technical resource in lab

LEADERSHIP EXPERIENCE

Penn Cricket Club, Vice-President, Philadelphia, PA August 20xx - Present
 • Elected by other board members to promote growth and success of club at Penn
 • Coordinated weekly training sessions to develop players' skills and assisted with team selection
 • Worked to increase campus awareness of club and gain recognition for its achievements as Penn's most successful sports club between 20xx and 20xx

Dubai College, Deputy Head Boy, Dubai, U.A.E. May 20xx - May 20xx
 • Elected by 100 staff and 120 students as leader of Senior Student Body due to outstanding academic achievement, social involvement, and sporting excellence
 • Managed multiple administrative duties and was highly involved with academic changes in school, particularly those involving student life

UAE U-19 National Cricket Team, Vice-Captain, Dubai, U.A.E. February 20xx - May 20xx
 • Selected by coaching staff to assist captain with on-field leadership
 • Supported captain with organizational duties and input for tactical decision-making
 • Captained Dubai College Senior Cricket Team involving tactical decision-making and motivational abilities

HONORS AND AWARDS

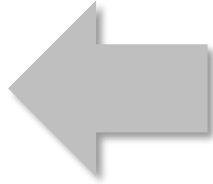
PennApps, Best Use of Fluid API Prize Winner, Philadelphia, PA September 20xx
 • Developed back-end of Pava, an interactive website that displays bank statements based on importance and interest of transactions rather than chronology, with two other team members
 • Employed Stochastic Gradient Descent on training set of data to predict interest level of new transactions

Penn Cricket Club, Philadelphia, PA August 20xx - Present
 • Selected as MVP American College Cricket Ivy League Championship (20xx)

Dubai College Cricket, Dubai, U.A.E. January 20xx - May 20xx
 • Recognized 4x MVP DC Senior Team (20xx-20xx), UAE U-17 National Cricket Team Player (20xx)

SKILLS AND INTERESTS

Language: Conversational French
Computer Skills: Fluent in Java; proficient in C, C++ and Arduino; familiar with Python; proficient in Microsoft Office Suite
Interests: Basketball | Squash | Soccer | Badminton | Gaming



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Resume format should be standard, serious, and not overly crowded

[Name]
 [Physical Address]
 [Phone Number] | [Email Address]

EDUCATION

[University Name] [City], [State/Country]
 Bachelor of [Arts/Science] in [Major] Expected [Graduation Date]

- **GPA:** [xx] / 4.0; SAT: [xx] [If you're outside the US, list grades under your system here instead]
- **Honors:** [xx]
- **Relevant Coursework:** [Economics / Accounting / Finance classes, anything business-related]

WORK & LEADERSHIP EXPERIENCE

[Company Name] [City], [State/Country]
 [Position Title], [Group Name] [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- Selected [Client / Project / Transaction] Experience:
 - [Project #1]
 - [Led team to do xx, which resulted in more efficiency / time or money saved / higher sales]
 - [Project #2]
 - [Analyzed xx and concluded that key factor was xx, which made project viable / not viable; resulted in company proceeding with project]
 - [Project #3]
 - [Created xx new method for doing xx; led to increased efficiency / sales]

[Company Name] [City], [State/Country]
 [Position Title], [Group Name] [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Led team's efforts to do xx by creating/managing xx; resulted in increased sales / profits / cost savings]
- [Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx]
- [Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness / capital commitments]

[Student Club Name] [City], [State/Country]
 [Position Title] [Start Date] – [End Date]

- [Summary sentence stating what you did and the overall results of your work]
- [Recruited over xx members to club with promotional campaign]
- [Organized conferences, speaker events and community events]

SKILLS, ACTIVITIES & INTERESTS

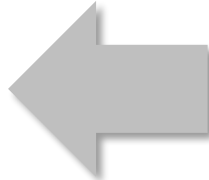
Languages: Fluent in [xx]; Conversational Proficiency in [xx]

Technical Skills: [List any programming languages – not MS Office/Excel]

Certifications & Training: [Any extra courses or programs relevant to finance]

Activities: [Student Clubs, Volunteer Work, Independent Activities]

Interests: [Keep this to 1-2 lines and be specific; do not go overboard]



Good Examples:



Note: You could theoretically use any format you want. These are suggested because recruiters are well-familiar with them.



Use the X-Y-Z format to write great bullets that grab and maintain recruiter attention

Standard Format:
(Google can tell you this)

“Accomplished [X] as measured by [Y], by doing [Z].”

My Go-To Format:
(gets interviews from non-target)

“[Action Verb] [A] by doing [B], resulting in [C].”

Note:

Verbiage can change. The above are just standard examples.

A great bullet uses X-Y-Z format, avoids jargon, and quantifies results

Example 1

Action Verb

[A] What You Did:

- Very specifically describe the output of your work
- Avoid highly technical terms if applying for non-technical consulting roles

- Developing an end-to-end operational map for the launch of a top PharmaCo's novel cancer therapy by synthesizing 30+ client research documents, resulting in the identification and resolution of 50+ knowledge gaps and pain points in the launch process.

[B] How You Did It:

- Clearly describe the skills you employed
- Data analysis and synthesis are common skills in consulting
- *Regardless of what you did, try to show a skill that could translate to a consulting role*

[C] The Results You Achieved:

- Every action on your resume should have a result
- Demonstrate the impact your actions had on the organization, project, or client
- Quantify your results whenever possible
- Consultants love time-savings/increased efficiency, cost savings, revenue generation, process improvement, etc.

A great bullet uses X-Y-Z format, avoids jargon, and quantifies results

Example 2

[A] What You Did:

- Very specifically describe the output of your work
- Avoid highly technical terms if applying for non-technical consulting roles

[B] How You Did It:

- Clearly describe the skills you employed
- Data analysis and synthesis are common skills in consulting
- *Regardless of what you did, try to show a skill that could translate to a consulting role*

- Transformed individual customer profit margin analysis process using VBA functions and macros, improving efficiency by 60%.

[C] The Results You Achieved:

- Every action on your resume should have a result
- Demonstrate the impact your actions had on the organization, project, or client
- Quantify your results whenever possible
- Consultants love time-savings/increased efficiency, cost savings, revenue generation, etc.



Let's walk through an interview-winning resume

David Rubin

Sparta, NJ 07871 | davidrubin137@gmail.com | www.linkedin.com/in/david-rubin137

EDUCATION

Rutgers University Honors College **New Brunswick, NJ**
B.A. in Economics, Minor in Chemistry *May 2024*

- **Cumulative GPA:** 4.0/4.0 | **ACT:** 36/36 | **SAT Math II:** 800/800
- **Awards:** Dean's List, Rutgers University Presidential Scholarship (*Top 1% of Class*), National Merit Commended Student
- **Relevant Coursework:** Management Consulting, Econometrics, Financial Accounting, Marketing, Calculus 1 + 2, Basic Statistics for Research, Technical Writing Essentials, Physics 1 + 2, Macroeconomics, Microeconomics, Pre-Med Track
- **Case Competitions:** KPMG 2023 Financial Services Case Competition (*1st Place*), Deloitte 2023 Case Competition (*Finalist*)

PROFESSIONAL EXPERIENCE

Putnam Associates (Life Science Strategy Consulting Firm) **Boston, MA**
Summer Associate Consultant *Jun 2023 - Present*

- Developing an end-to-end operational map for the launch of a top PharmaCo's novel cancer therapy by synthesizing 30+ client research documents, resulting in the identification and resolution of 50+ knowledge gaps and pain points in the launch process.
- Organizing a focus group of 10 industry experts to estimate the rate of formulary adoption for a leading PharmaCo's pre-launch vaccine, distilling the outputs into implications for drug Go-To-Market strategy and brand positioning within a \$2.8Bn market.

Getinge (Global Medical Device & Life Science Company) **Wayne, NJ**
Global Financial Services Intern, Intern Team Captain *May 2022 - Aug 2022*

- Utilized analytics and customer segmentation to proactively identify \$148M in high-risk opportunities across existing accounts.
- Implemented a comprehensive team education strategy, upskilling 60 sales personnel to better target the high-risk accounts.
- Analyzed offerings and marketing of 23 identified competitor companies, promoting the redesign of the North American website.
- Investigated workflow pain points across divisions, creating recommendations to streamline bottlenecks in revenue recognition.
- Automated the generation and distribution of 10+ financing quotes daily, saving an estimated 400 hours annually.
- Transformed individual customer profit margin analysis process using VBA functions and macros, improving efficiency by 60%.

Robert Wood Johnson Medical School **New Brunswick, NJ**
Undergraduate Research Assistant, Dept. of Neuroscience & Cell Biology *May 2021 - Dec 2021*

- Designed and implemented experimental procedures to assist in research project development, reducing execution time by 20%.
- Analyzed experimental data using statistical methods to derive meaningful scientific conclusions, supporting research validation.

LEADERSHIP & EXTRACURRICULAR EXPERIENCE

Rutgers Consulting Group **New Brunswick, NJ**
President (first-ranked after just 6 months compared to usual 2-3 year tenure) *Apr 2023 - Present*

- Creating a new Market Research division to expand service offerings, increasing the number of student opportunities by 50%.
- Spearheading the development and publication of a comprehensive consulting career guide, including industry structure, career progression, and recruiting processes, to improve student awareness of consulting for over 2,500 affiliated students.

Project Manager *Feb 2023 - Apr 2023*

- Managed and motivated a team of 5 to engage at 2x the typical voluntary student utilization with a software startup, allowing the team to exceed client criteria and complete additional deliverables before deadline, resulted in early selection for club presidency.
- Analyzed industry publications and labor statistics across 7 countries to estimate user market size and determine highest ROI marketing channels, culminating in the identification of the 5 most cost-effective virtual and media-based promotional vehicles.

Consulting Analyst *Oct 2022 - Dec 2022*

- Identified qualitative and quantitative differences between current consumers and the U.S. target market for a virtual cycling company, providing actionable strategies for increasing penetration in the U.S. market against established competitors.

Rutgers Bioethics Society **New Brunswick, NJ**
Co-President *Apr 2021 - Present*

- Collaborate with a 5-member team to develop weekly discussions for 70+ club members about current events and controversies in healthcare, including new technologies/therapies, changes in healthcare policy & access, and global health issues.

Alpha Epsilon Pi Fraternity, Rho Upsilon Chapter **New Brunswick, NJ**
Academics Chair *Dec 2021 - Jun 2023*

- Designed a novel CRM and support system for connecting tutors with struggling students to streamline the organization of tutoring sessions, study groups, and academic resources, increasing mean GPA by 20% across 80+ members.

SKILLS

Technical: Advanced in MS Word, PowerPoint, & Excel, Proficient in Power BI, Basic in Python (NumPy, Pandas), SQL, VBA
Activities & Societies: 4+1 Program with Robert Wood Johnson Medical School, Active Aikido Living Learning Community

Interests: Powerlifting, Hospice Volunteering, Wrestling, Tutoring, Recreational Stroller of Streets and Nature



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Key Features

- **Cumulative GPA** – most consulting firms look for 3.7+
- **Test Scores (SAT/ACT)** – list them if they are strong
- **Awards** – list any awards that you have. If they're not self-evident, describe the selectivity
- **Relevant Coursework** – focus highly on analytical or quantitative courses (not required to be business)
- **Any academic or professional competitions where you won**
- **Focus on showing that you're a winner who can handle difficulty. You need to look competitive.**



Professional Experience Section

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Key Features

- Any internship or professional experience you have
- Can be business or non-business related
- Developing strong experience takes time, so start now
- Recruiters look for **big brand names**; if you don't have a top well-known brand, indicate what the company or organization does (if not already evident)
- Bullets should show different skills/sides of you for each entry
- **Focus on gaining professional experiences (even research) where you can create impact.**

Leadership and Extracurricular Experience Sections

David Rubin

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President (fast-tracked after just 6 months compared to usual 2-3 year tenure) Apr 2023 - Present

- Creating a new Market Research division to expand service offerings, increasing the number of student opportunities by 50%.
- Spearheading the development and publication of a comprehensive consulting career guide, including industry structure, career progression, and recruiting processes, to improve student awareness of consulting for over 2,500 affiliated students.

Project Manager Feb 2023 - Apr 2023

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- Collaborate with a 5-member team to develop weekly discussions for 70+ club members about current events and controversies in healthcare, including new technologies/therapies, changes in healthcare policy & access, and global health issues.

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- Designed a novel CRM and support system for connecting tutors with struggling students to streamline the organization of tutoring sessions, study groups, and academic resources, increasing mean GPA by 20% across 80+ members.

SKILLS

Technical: Advanced in MS Word, PowerPoint, & Excel, Proficient in Power BI, Basic in Python (NumPy, Pandas), SQL, VBA
Activities & Societies: 4+1 Program with Robert Wood Johnson Medical School, Active, Albyship Living Learning Community
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New Brunswick, NJ

Apr 2023 - Present

Key Features

- Aim for 2-3 leadership experiences where you can demonstrate impact, create change, and quantify results
- Professional, academic, cultural, religious, Greek, volunteer, or other experiences are fine as long as you can show impact
- **Recruiters are looking for students who can be strong leaders in any team that they are on, so having high-level and longstanding leadership in a few areas can help you stand out**
- *Note: Leadership and Extracurriculars can be under separate headers*



Skills and Interests Section

David Rubin

Sparta, NJ 07871 | davidrubin137@gmail.com | www.linkedin.com/in/david-rubin137

EDUCATION

Rutgers University Honors College New Brunswick, NJ
B.A. in Economics, Minor in Chemistry May 2024

- **Cumulative GPA:** 4.0/4.0 | **ACT:** 36/36 | **SAT Math II:** 800/800
- **Awards:** Dean's List, Rutgers University Presidential Scholarship (*Top 1% of Class*), National Merit Commended Student
- **Relevant Coursework:** Management Consulting, Econometrics, Financial Accounting, Marketing, Calculus 1 + 2, Basic Statistics for Research, Technical Writing Essentials, Physics 1 + 2, Macroeconomics, Microeconomics, Pre-Med Track
- **Case Competitions:** KPMG 2023 Financial Services Case Competition (*1st Place*), Deloitte 2023 Case Competition (*Finalist*)

PROFESSIONAL EXPERIENCE

Putnam Associates (Life Science Strategy Consulting Firm) Boston, MA
Summer Associate Consultant Jun 2023 - Present

- Developing an end-to-end operational map for the launch of a top PharmaCo's novel cancer therapy by synthesizing 30+ client research documents, resulting in the identification and resolution of 50+ knowledge gaps and pain points in the launch process.
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Getinge (Global Medical Device & Life Science Company) Wayne, NJ
Global Financial Services Intern, Intern Team Captain May 2022 - Aug 2022

- Utilized analytics and customer segmentation to proactively identify \$148M in high-risk opportunities across existing accounts.
- Implemented a comprehensive team education strategy, upskilling 60 sales personnel to better target the high-risk accounts.
- Analyzed offerings and marketing of 23 identified competitor companies, promoting the redesign of the North American website.
- Investigated workflow pain points across divisions, creating recommendations to streamline bottlenecks in revenue recognition.
- Automated the generation and distribution of 10+ financing quotes daily, saving an estimated 400 hours annually.
- Transformed individual customer profit margin analysis process using VBA functions and macros, improving efficiency by 60%.

Robert Wood Johnson Medical School New Brunswick, NJ
Undergraduate Research Assistant, Dept. of Neuroscience & Cell Biology May 2021 - Dec 2021

- Designed and implemented experimental procedures to assist in research project development, reducing execution time by 20%.
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Key Features

- Can include technical skills, activities not previously mentioned, and any interests that make you unique
- **This entire section is unimportant if the rest of your resume isn't great**
- Consulting firms love technical skills in data analysis and visualization (though not required)
- Though most people won't read down to the interests, include anything that can show your uniqueness or personality



Framing Non-Traditional/Non-Business Experiences for Consulting

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Key Features

- Focus on consulting-related skills (problem-solving, data analysis, quantitative skills, synthesis, process improvement, etc.)
- Consulting recruiters rarely come from technical backgrounds, so **avoid any technical language or industry-specific jargon**
- **Emphasize the business impact that your actions had on the organization in a way that can be transferable**
- Only make it technical if you are applying for technical roles

Final Words On Developing A Resume That Gets Consulting Interviews

1

- Strong resumes take time to build
- Interview-winning experiences require effort in class, on campus, and in professional settings. Consulting firms select the best of the best

2

- **Focus on creating an impact** in each of your experiences and convey that on paper
- Consulting firms don't care what you learned; they want to know what impact you can make for them

3

- **Any experience can be consulting-related** if you spin it right
- There's no required skills, only demonstrable traits

4

- **A great resume (most likely) will not get you an interview on its own**
- **Networking and referrals are almost always required to get your resume looked at**