

What to include in your detailed resume

We would like you to adapt your current resume to include the following items, preferably in the order listed below. An example of the expanded resume been included as a guide.

1. Company Name
2. Date of Employment
3. Industry
4. Starting and Finishing Salary
5. Number Supervised if any
6. Any significant activities professional or otherwise that you participated in (please include any relevant roles you may have held)
7. Key Professional Responsibilities
8. Reason for Leaving for the position

Please note the expanded resume is designed to give us a more comprehensive view of your professional and personal life at various stages of your career. Our hope in requiring this additional information is to get a snapshot of who you are at various stages of your professional and personal development. This can give us a greater perspective on your potential overall impact on the GSB community.

JOHN Q. PUBLIC

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RAMIREZ, THERIOT & LEE L.L.C

June 2004 - Present

Investment Bank
1060 W. Addison
Chicago, Illinois 60613
Starting salary \$34,000/year; Current salary \$56,000/year
Number Supervised – 1
Extracurriculars – CFA Level 1, Church Volunteer, Father of Two

❖ Analyst

- Function as financial Analyst at Ramirez, Theriot & Lee L.L.C. providing detailed analytical reports to executive management
- Develop and utilize dynamic models to analyze business conditions; for example, modeling out the effects to the firm from pricing pressure on institutional commission rates
- Assist in identifying and executing special projects to enhance the firm's operational efficiency such as a comprehensive review of internal cross-selling programs
- Compile industry data for use in strategic and competitive reviews of investment banking, asset management and retail brokerage sectors as well as operational reviews of trading and retail brokerage units

URLACHER TELECOM

September 2000 – March 2004

Telecommunications
425 East McFetridge Drive
Chicago, Illinois 60605
Starting salary \$24,000/year; Ending salary \$28,000/year
Number Supervise – 0
Extracurricular – Improvisation Classes Second City, President of the Bears University Alumni Association, Captain of 16 inch softball team

❖ Accounts Receivable Analyst – National Accounts

- Managed Business Markets customer base totaling \$60 million in revenues
- Worked with the collections department, account teams, and customers to apply customers' unused cash and credit to their various accounts
- Developed and carried out projects to increase efficiency in account management such as a solution that allowed account executives to monitor their clients' amount of unapplied cash and credit on a more real-time basis
- Trained and led support personnel within the accounts receivable group
- Performed monthly reconciliations of the Chicago Accounts Receivable Office's various deposit accounts

Reason for Leaving - The Urlacher Telecom Office was downsized.