CASEBASIX

CHECKLIST #2: APPLICATION PACKAGE PREPARATION

Package Your Experiences for Consulting Checklist

Show years of impact on a single page

1

Consulting Resume

- [ ] Build one-page experienced hire resume [Experienced hire resume template]
- [ ] Describe roles by business impact ($ revenue grown, $ cost saved, etc), not duties
- [ ] Start each bullet with impact word
- [ ] Quantify each bullet (numbers, dollars, euros)
- [ ] Replace company and industry jargon with plain language
- [ ] Show promotions and growing scope
- [ ] Include team size and budget managed
- [ ] Get resume reviewed by 2 qualified people [Get your resume reviewed]

2

Demonstrate Interest in Consulting

- [ ] Strategy or transformation projects at work
- [ ] Cross-functional or client-facing roles
- [ ] Consulting role (Pro bono, Internal strategy team, Board advisory)

3

Consulting Cover Letter

- [ ] Limit it to one page and under four paragraphs [cover letter template]
- [ ] Address to correct firm, office and practice
- [ ] Check recruiter's name and spelling
- [ ] Give a specific reason for this firm
- [ ] Answer why leave industry now
- [ ] Answer why this firm
- [ ] Show what your expertise brings to clients
- [ ] Name 1-2 people from that office you networked with [track your network here]

4

Submission

- [ ] Apply to a specific open role, not a general pool
- [ ] Keep your search confidential from current employer

5

Next Step

- [ ] Review Experienced Hire Networking Checklist [Click here]

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