

## MBA RESUME FORMAT

Below is the list of sections for the MBA Resume Format. We have included the name of the section with an example included in most areas..

### LETTERHEAD

This section is located at the top of your resume and includes your full name, address, phone number(s) and email address. Your name needs to be the largest font on the paper. Be sure your name is at least 16 point.

*Letterhead Example:*

**Sally J. Jones**

1314 Sunset Road  
Raleigh, NC 27603

Email: sallyjones@ncsu.edu  
Cell: 919-777-1234

### OBJECTIVE STATEMENT

This should include four elements: what, where, skills and benefits

What: What do you want to do?

Where: Where do you want to do it?

Which Skills: Which skills will you use to do it?

Benefits to the Employer: Why are they paying you? What is your value?

*Objective Statement Example:*

To obtain a position in a strategic marketing or brand management (**what**) in a Fortune 500 company (**where**) using innovation and teamwork skills (**which skills**) to drive results and achieve corporate goals (**benefits to employer**).

### QUALIFICATIONS SUMMARY

This section gives a “snapshot” of who you are, what you have to offer and in what settings. Include your years of experience (no more than fifteen), titles, functional areas, industries, skills, scope of responsibility, characteristics about the type of worker you are, AND you must include the words “pursuing MBA.” Use a paragraph and/or bullet combination.

*Qualifications Summary Example:*

Project Manager pursuing MBA with fourteen years of results-oriented professional services account development and IT management experience. Proven effectiveness in complex account development, contract negotiations, and cross-functional management. Consistently recognized as “Top Talent.” Specific areas of accomplishments include:

- Project Management
- Business Strategy Design
- Financial Analysis
- Sales Growth Initiatives
- Crisis Management
- Communication Excellence
- Contract Negotiation
- Change Management
- Customer Relations

**PROFESSIONAL EXPERIENCE** (see resume example on page 8-9)

In this section, you need to include the employer’s name, job title, dates of employment on the right margin (years only) and major accomplishments (using CAR formula—see Accomplishment Statements Section). Your current job needs to use the PRESENT tense and the remaining jobs use PAST tense. Outline progressive increases in responsibility, and if you had multiple positions with the same employer, list in reverse chronology, highest position held first. Emphasize tasks you have done related to the position you are seeking.

**MILITARY EXPERIENCE** (see resume example on page 8-9)

This can be added into the chronological flow of your Professional Experience or create a separate category. Include the branch, dates (on the right margin), rank, and present status. Explain in lay terms the functions you performed and skills used including management and leadership functions. List commendations you have and avoid titles and descriptions with little significance in the civilian/business world. A separate category will draw more attention and can be useful if you spent more than four years in the military or the experience is directly related to the potential opportunity.

*Military Experience Example:*

United States Marine Corp	2005-Present
Senior Analyst and Briefer at Regional Military Headquarters	
Delivered daily intelligence briefings to four star general	
Contributed intelligence analysis to development of National Strategy	

**ACCOMPLISHMENT STATEMENTS (CAR)**

These statements are what you will list in bullet format under Professional Experience. They follow a format called CAR which stands for Challenge, Action and Result.

**Challenge:** The circumstances that surround the accomplishment

**Action:** What you actually did, which showcases your strengths  
**Result:** What is the business impact of your actions: deliverables, measurable, standards, contributions

Good: Conducted several audits for many departments, reducing problems.  
Better: Conducted over 30 department audits, increasing compliance rate by over 25% during a one-year period.  
Best: Increased compliance rate by over 25% during a one-year period by conducting over 30 department audits.

## **EDUCATION**

You only need to include the year you graduated. The highest degree is listed first. If you have a Ph.D. list this first. Most of you will have information about your MBA listed first. It needs to look like this:

North Carolina State University, Raleigh, NC  
Jenkins Graduate School of Management  
Candidate for Master of Business Administration

Expected 2010

## **PROFESSIONAL ORGANIZATIONS AND COMMUNITY ACTIVITIES**

It is helpful to list the professional and community organizations to which you belong. Be sure to list leadership roles, committee memberships and related accomplishments. This information can play up a certain skill and show you have contacts within the community. It is best to omit names of organizations that are age-related, political, religious, or ethnic in nature (unless these areas are relevant to your target companies). Listing the years involved is optional.

## **TECHNOLOGY QUALIFICATIONS**

It will depend on the position as to whether or not you need this section. Be sure to make it easy to review for the reader.

*Technology Qualifications Example:*

### **Technology Qualifications**

Software: C, PLSQL, COBOL, PL 1, Lotus Notes, PowerPoint  
Hardware: RS6000, IBM Mainframe, Intel  
Databases: Oracle, DB2, IMS

## **HONORS AND AWARDS**

There is no need to list everything. Ask yourself which awards are most pertinent to the type of work you will seek.

*Honors and Awards Example:*

2001 Addy Award for Creative Design and Excellence, Recipient  
North Carolina State University Scholarship, Recipient

## **PUBLICATIONS**

This will help to validate your expertise and may impress your reader. If you have a large number of publications, list a few recent ones on your resume. Use a separate sheet to list all of them. Be sure to include title of publication, name of publisher and year of publication.

*Publications Example:*

### **Publications**

Author, "Sales Leadership 2000," Forbes	2000
Author, "Winning In The Technology Wars," Business Week, April	1997

## **PUBLIC SPEAKING**

You may include title of the presentation, audience, location and date if this experience is pertinent to the type of work you will seek.

*Public Speaking Example:*

### **Public Speaking**

Keynote Presenter, American Manufacturing Association National Conference, Summer	2000
Speaker, Wharton Leadership Symposium	2000

## **TEACHING AND TRAINING**

Similar to publications, it immediately validates your credentials and qualifications.

*Teaching and Training Example:*

### **Teaching and Training Experience**

Instructor, Management Philosophies, University of XYZ,	2003
Corporate Trainer, IBM-International Sales Division,	1990-1997

## **LICENSES AND CERTIFICATIONS**

You only need to list these if they are relevant to the job; otherwise do not list them.

*Licenses and Certifications Example:*

### **Licenses and Certifications**

Professional Engineer (PE), Registered in Pennsylvania and Kansas	
Certified Cost Engineer (CCE), American Association of Cost Engineers	
Certified Association Executive—American Society of Association Executives	1990
Real Estate Broker License, North Carolina	2003

## **INTERNATIONAL EXPERIENCE**

If you have this experience, it is valuable to many employers. You need to make sure you share it correctly with them. Fluency means you can conduct an interview in that language. Familiarity means you have some awareness of the language, but not enough to conduct an interview.

*International Experience Example:*

### **International Experience**

Fluent in English, Spanish and German  
Lived and worked in Belgium, Spain and Germany

## **Resume Criteria Sheet (Spring 2008)**

### **LETTERHEAD**

- Name needs to be the largest font size on the paper (at least 16 font)
- Include address, phone number and email

### **OBJECTIVE STATEMENT**

- Include all four elements: what, where, skills and benefits

### **QUALIFICATIONS SUMMARY**

- Include words pursuing MBA or MBA candidate
- Use paragraph, bullet or combination layout

### **PROFESSIONAL EXPERIENCE**

- Quantifying is a must – dates, dollar amounts, numbers, percentages
- Use strong verbs – avoid “responsible for” or “assisted” or “coordinated”
- Use years only for dates/All dates flush right
- Explain the results of your actions in your accomplishment statements (challenge, action, result)
- Use bullets for your accomplishment statements (avoid using too many, five to six maximum per job)
- Keep verb tense consistent – use past tense for all jobs except current position which uses the present tense
- Don’t use too much technical jargon – consider your reader.

### **EDUCATION**

- Put highest degree first
- North Carolina State University MBA (use Expected or Anticipated Graduation Year)

**OTHER CATEGORIES** (Professional & Community Activities, Technology Qualifications, Honors & Awards, Publications, Public Speaking, Teaching & Training, Licenses and Certifications and International Experience)

- Only use the categories you need
- Use bullet format

## **Resume Criteria Sheet (Spring 2008) continued**

### OVERALL FORMAT

- 2-page limit (be sure to put page 2 in the top right hand corner and in the left hand corner or center, put your name in either last name, first name or first name last name format)
- Use correct font size to read comfortably (11-12pt. preferred)
- Font type: Use Arial or Times New Roman
- Spell out numbers one through ten; use numerals for 11 and up.
- Ideally use 1 in. margins (“white space” is important; think of your reader)
- Omit personal pronouns such as “I, me, we, our”
- Omit articles “a, an, and the” for terse writing
- Make sure spacing is not too tight
- Be consistent with period use (either use them or don’t use them)
- Headers need to stand out (Objective, Summary of Qualifications, Education, etc.)
- No spelling errors and avoid the overuse of capital letters/bolding/italics
- Don’t staple, print page two on a separate page
- Always use 8 1/2 x 11 paper
- Use neutral-colored paper: white, ivory, cream, or light gray

**NCSU MBA Resume Format (Chronological) - Example**

**NAME**

Address  
City, State Zip Code

Home phone:  
Mobile phone:  
Email:

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**Objective**

What, where, which skills, benefits to the company

**Summary of Qualifications**

Profile describing who you are, your skill set

**Professional Experience**

Most recent employer (XYZ Corporation, City, State) Year

Position: (list name of position here)

Accomplishment Statements: C.A.R. Challenge-Action-Result

Clearly state the action you took to resolve a problem and the result

- How did you add value?, reduce costs? impact productivity?
- How much did you impact the organization (e.g., established a toll-free technical support center to handle customer trouble calls resulting in a 50 percent increase in customer satisfaction).
- Use bullet points
- Use phrases and short sentences; be clear factual and concise.

Second most recent employer (AAA Corporation), City, State Year

Position

Quantify accomplishments (same as above)

**Education**

North Carolina State University, Raleigh, NC Year

Jenkins Graduate School of Management

Candidate for Master of Business Administration

Concentration (i.e., marketing, finance, etc.)

Honors:

Activities:

Undergraduate Institution, City, State

Degree Name Year

Major: Minor:

Honors:

Activities:

**Technical Skills**

e.g., Java, C++, Microsoft Project

**Professional Development**

Non degree coursework- seminars, workshops

**Professional Organizations and Community Activities**

e.g., Certified Financial Planners Association



**(page 2 of MBA resume example)**

**First Name, Last Name**

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**Licenses and Certifications**

e.g., EE License, DMP Certification

**Honor and Awards**

**International Experience**

**Other categories**

**Public Speaking**

**Teaching & Training**

**Publications**

**Sample: Functional resume**

**MICK JAGGER**

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23 Park Place  
Durham, NC 27278  
[MJAG@hotmail.net](mailto: MJAG@hotmail.net)

Home: 919 555-1122  
Office: 919 555-1111  
Cell: 919 555-5555

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**QUALIFICATIONS SUMMARY**

Results-oriented executive with MBA and more than ten years of business development, sales management and financial management experience. Recognized talent for working across functions within an organization to reach business objectives. Equally adept at achieving results working with outside organizations. Quick to grasp business concepts and creatively address business challenges. Strengths include:

- Strategic Partnerships
- Business Plan Development
- International Business
- Contract Negotiations
- New Business Development
- Revenue Forecasting
- P & L Management
- Team Leadership & Collaboration
- Project Implementation
- Strategic Financial Planning
- Sales Management
- Profitability Improvement

**ACCOMPLISHMENTS**

Corporate Strategy/New Business Development

- Conducted market analysis, strategy and business plan development for new and existing businesses within a \$600+ million company commercializing new product technologies for profitable growth.
- Recruited and led multi-functional, multi-country teams that delivered insightful business plans to enter a new \$40 million market segment. Plan became an organization standard for strategic planning.
- Designed and executed an innovative, three phase implementation plan to significantly reduce investment risk. Grew sales rate from \$75k to \$6 million in three months with no increase in selling expense.
- Commercialized new technologies and marketing concepts at major brand house with anticipated contribution of \$8+ million through innovative positioning and effective selling across a complex supply chain.
- Identified new businesses by repositioning existing products into a \$350 million market space through exhaustive market research. First-year profits projected at over \$1 million.

Consulting

- Managed a wide array of logistically difficult consulting engagements, one requiring in excess of 40 staff in nine different locations spread over six eastern states. Delivered engagements on time and under budget during a difficult staffing environment.
- Certified 16 banks had implemented operational and procedural changes necessary to accommodate multiple acquirers. Verified the financial reporting, monetary control and daily settlement for each. All clients were successful in converting and were acquired.
- Negotiated, closed and implemented major asset transactions, including \$157 million in bank branch sales, resulting in \$6.7 million of gain and over \$1 million in gain from a profitable corporate headquarters sale/leaseback transaction.
- Managed internal and SEC financial reporting for \$120 million investment portfolio, operating and capital budgeting, cash management, financial planning and modeling, use of financial instruments, public offering and major asset sale transactions.

**(Page two of functional resume example)**

Mick Jagger

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PROFESSIONAL EXPERIENCE

Vice President - New Business Development	XYZ Worldwide, Chicago, IL	1998-present
Vice President - Corporate Development	ABC Technologies, Charlotte, NC	1995-98
Consultant - Banking Industry Specialist	LLM Consulting, New York, NY	1993-95
Sales/Business Development Manager	GHY Bank, Dallas, TX	1991-93

EDUCATION

North Carolina State University, Raleigh, NC Jenkins Graduate School of Management Candidate for Master of Business Administration Concentration: Marketing	1994
Ohio State University, Columbus, OH Bachelor of Science in Systems Engineering	1991