

# BUILDING THE PERFECT MBA RESUME

## Name and Contact

Keep it simple, use the Header to highlight your name and basic contact details. Your address can be placed in the footer.

## Work Experience

Focus on the essentials, include designation, Company name, location and time span all in one line. If you have worked for big brands, highlight it.

## Bullet Points

Stick to 3 to 5 bullets per company, use them to state only important information. Try to keep bullets limited to 1 line, some can be spanning 2 lines as well.

## Action Words

Readers tend to skim through the resume, use action words to effectively convey the work done while highlighting competencies, while at the same time, highlighting competencies.

## Quantify Your Accomplishments

Highlight the benefits the company derived because of your plan of action. Let the admission committee know you have created something of value.

## Education

Include the institution name, program name, and date of graduation. Apart from the essential details, highlight academic achievements (if any).

## Extra Curricular

Schools like people who are different, highlight examples which showcase diversity. Also, show any impact created.

## Highlight Aptitudes

Admission committee is looking for people who are a good fit for the Business school. Hence highlight aptitude skills such as Leadership qualities, team skills, etc. Always show achievement or impact.

## Font Type and Size

Use standard fonts like Arial. Keep font style standard, and use size to highlight sections.

**JOHN DOE**  
452.699.9914 · JohnD75@gmail.com

## WORK EXPERIENCE

Associate, "Simmerville", San Diego, CA June'15- F

- **Designed** the Asian marketing strategy for a global technology
- **Performed** valuations to recommend a **\$750 million** portfolio
- **Researched** and **analyzed** various channel margins, identifying
- **Recommended** initiatives gaining an efficiency **improvement**

Lead Analyst, Jones Capital Inc, San Diego, CA Aug'14-

- **Supervised, trained** and **evaluated** teams of Staff and Senior C
- **Managed** cross-functional teams consisting of clients' enginee

Analyst, Utopia Inc, San Francisco, CA May'13-

- **Recommended** distribution strategy to meet **18% growth** in sa

## EDUCATION

ABC University, Utopia June'10-  
Bachelor of Business Administration

- **Magna cum laude, Dean's list** GPA 3.65/4.0
- **Awarded** a 2-year merit scholarship
- **Founding Member, Public Relations Director, Curator: Penn St**

## EXTRACURRICULARS

President of Art Club, XYZ Sep'11-A

- **Founding Member & President** of 60 member strong Student A
  - **Organized** 8 events, raised **sponsorship of 60,000\$** promoting
- Habitat for Humanity, Head Volunteer, organised 3 missions leading
- Interests: Beach volleyball, skiing, woodworking, travelling

180, Washington Avenue, XXXXXX



## 1 Page Only

Keep resume clean, to the point, and limit to 1 page only. This allows the school to skim through the resume quickly.



## Write in Reverse Chronological Order

Write in reverse chronological order and use past tense for the content.

