

Sample MBA Resume
NAME

Address E-Mail Address (303) 000-0000
City, State, Zip Home Page URL, if appropriate

EDUCATION

University of Colorado at Boulder – Leeds School of Business

Boulder, CO

MBA with emphasis in _____

Graduation Month, Year

- Here you may also list offices held, honors, and accomplishments in graduate business school.
- **Relevant Projects:** You may want to include details of relevant class projects or field work here. You may also break it out as a separate topic called “MBA projects.” Internships go under Experience.
- **Relevant Courses:** You may want to include specific courses that relate to your career goals.

Your Undergraduate School

City, State

Degree and Major

Graduation Month, Year

Use the same format to list any relevant offices or honors.

EXPERIENCE

Name of Company

City, State or Country

Title

- You may make minor adjustments to margins, but please keep formatting, font size, and type consistent.
- Keep this resume to one page. Too much text obscures your strong points and a second page is easily separated and lost. Font is Times New Roman, 11 point, .8 inch margins.
- List all of your work experience in reverse chronological order. Quantify results and accomplishments, not just responsibilities held.
- Focus on where you want to go and how your background and skills will apply in this new setting. What do you do best, enjoy the most, and, most important, what does your target employer want to buy? Make an appointment to have your resume reviewed in the Business Career Center.
- Employers will often scan for *key words* in your resume that apply to criteria in their job descriptions. Research jobs that interest you and use the relevant key words in your resume.
- This is an example of how to represent a single job title with an employer. If you held more than one job with the same employer, you could represent a promotion by indicating “Promoted from Financial Analyst, 1997” within a bullet or in a separate bullet, or your could follow the format below.

Name of Company

City, State

Title

Years of Employment

- This is an alternate way to represent more than one position with the same employer.

Title

- This style would be best used when the various positions held were distinctly different.

ADDITIONAL INFORMATION

Use this section for other information that helps market you to potential employers.

- Include languages, certificates, publications, awards, interests, special skills, community involvement, or extensive travel experience.
- Highlight computer skills if appropriate, especially if you are proficient in a desirable software package or programming language. You may customize this section with specific headings like Computer Skills if it seems more appropriate and you have the space available.

Revised 7/7/05

