Full-Time MBA Resume Style Guide & FAQs

FORMATTING GUIDANCE

All top MBA programs utilize a highly structured, one-page, results oriented resume template, and Jenkins is no different. All full-time Jenkins MBAs are expected to draft their resume using the Jenkins format. We encourage you to follow the template and the formatting guidance closely as every detail matters.

You can easily download our template and copy/paste your content from prior documents and add additional content with the help of your Career Coach.

General Formatting

- Ensure consistency in font size, spacing, appropriate use of bold and italics, bullet placement, indentations, date, location, etc.
- MBA Resumes are one page ONLY.
- Margins should be set to 0.5" on all four sides.
- Use Calibri font, 11 pt throughout except for Name (18 pt) and Summary Statement (11 pt) – if you are including one. Summary statements are not required.
- Use Calibri 18 pt for your name, make sure your name is in ALL CAPS and **Bold.**
- Contact information should be 11 pt, text should be centered and fit on one line. No street address.
- Use NCSU email, phone number in (999) 999-9999 format, and simplified (linkedin.com/in/yourname) LinkedIn URL.
- All resume text after Header section should be left justified, Calibri 11 pt.
- Do not use periods at the ends of bullets. Bullets are phrases, not full sentences. Therefore they do not need periods. Use semicolons (;) to separate thoughts/processes in the same bullet.
- Avoid resume bullets with "orphans" — single word on a second or third line. Try to make each bullet line go at least halfway across the page. Bullets should not be more than 3 lines.
- For dates in the Experience setion you can either use Month YYYY – Month YYYY or YYYYY – YYYYY .
    - Ex: Jan 2020 – July 2024 or 2020 – 2024 .

Font, text and grammar:

- Do not use articles such as The, An, A, and avoid using first person language and personal pronouns.
- Use action verbs to open resume bullets (avoid "Responsible for") — see list of action verbs that accompanies the resume and bullet samples.
- All action verbs in bullets should be written in the **past tense**, even for roles or projects you are working on currently. This ensures consistency in the document over time.
- Abbreviations to be used with numbers: K = thousands, M = millions, B = billions, use + for "more than" (*e.g.,* increasing revenue by $50M+ YoY), use < for less than (e.g., error rate of <10%).
- Numbers 0-9 should be written out (i.e., "nine"), numbers 10+ should be written as numerals (*i.e.,* 20).
- Make sure all hyphens or dashes are used consistently (as in between month and year dates).

FREQUENTLY ASKED QUESTIONS (FAQs)

General

Should I have multiple versions of my resume?
You will have one default resume in 12Twenty that will be used for Jenkins MBA resume books. You may have multiple versions of your resume if you are exploring distinctly different career paths (*i.e.,* pharma sales and tech product management); however, you will still only be allowed one default resume for CMC use. It is not necessary to edit your resume for every application that you submit.

When do I use a short hyphen versus a long hyphen?
A regular hyphen (-) is used for joining two compound words, hyphenating names, or to join numbers in a phone number, and is the shortest in length. Examples: co-created, well-deserved, (555) 555-4444, etc.

An en-dash (–) is used when denoting a range, as in a range of time (*i.e.,* May – September). Use the en-dash on the Jenkins MBA resume, when referring to your dates of Work Experience and Leadership Experience.

Contact Information

Should I put my certifications and degrees after my name at the top of my resume?
Only put credentials after your name if you have a doctorate degree (Ph.D.), medical doctorate (M.D.), or law degree (J.D.). All other graduate degrees should be listed under the Education section, and professional certifications (*e.g.*, CPA, PMP) should be listed under Additional Information unless they directly relate to you target position and will be valued by recruiters in that field. Consult your career coach for guidance if needed.

How do I list a preferred name that is different from my given name?
Use quotation marks to show your preferred name: Arnold "Arnie" Wolfpack.

My name doesn't fit — what should I do?
If you have a very long name, we recommend reducing the font size to 16 pt so it still looks similar to our template. Please use a first and last name (surname) on your resume and in all correspondence.

Education

Jenkins is now a STEM MBA – how do I highlight this?
We recommend including the reference to STEM MBA after listing the degree name:

Master of Business Administration (MBA), <mark>STEM MBA,</mark> list concentration here

How do I list a Jenkins MBA Fellowship or other Fellowship?
Fellowships should include the name and reference either full tuition or partial tuition. Please ensure you are correctly identifying your funding source. Examples:

> Jenkins Graduate Assistantship: Merit-based award of [full/partial] tuition and stipend
> Entrepreneurship (HiTEC) Scholar: Merit-based award of full tuition and stipend
> Supply Chain Graduate Research Assistant: Merit-based award of full tuition and stipend
> McLauchlan Leadership Fellow: Selective, immersive leadership development program focused on experiential learning

How do I list my dual degrees?
If you are in an NC State dual degree program, list your MBA first, and then list the other degree you are receiving. Same guidance holds for a second graduate degree – list after the MBA.

> **NORTH CAROLINA STATE UNIVERSITY,** Raleigh, NC
> **Jenkins Graduate School of Management,** Master of Business Administration (STEM MBA), Marketing Management   May 2020
> **College of Agriculture and Life Sciences,** Master of Microbial Biotechnology (MMB)   May 2020
> GPA: 3.8

Do I include my GMAT score?
We recommend including your GMAT score if it was 670 or higher. Do not include GRE or other test scores.

I have more than one concentration, how do I list them?
List both concentrations following "**Master of Business Administration (MBA)**", in bold. You can either combine the two with one "Management" word, such as "**Supply Chain and Marketing Management**", or list them both out (*e.g.,* "**Supply Chain Management and Marketing Management**"). The latter is preferred if space permits. Certificates may be listed after concentrations but should not be bold.

> **NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT**, Raleigh, NC   May 2020
> **Master of Business Administration (MBA), Marketing Management and Innovation Management**
> Certificates in Decision Analytics and Supply Chain Management

Should I include case competition information?
If you place in the top three of a case competition, you can include it in the Leadership section.

Experience

Can I include my undergraduate internships?
If you have less than three years of full-time work experience, and/or if the internship relates directly to the position you are applying for, you may include undergraduate internships on your resume. Be sure to articulate quantifiable results and highlight your impact, using MBA level language.

What if I don't have quantifiable results?
If you're having trouble, meet with a Career Coach to discuss different ways of presenting impact. Quantifiable results can include increased revenues, decreased costs, improved compliance ratings, decreased production time, increased employee retention, sales goals, and many others. You can also include projected impact such as "Projected to increase revenue 10% YoY," if you were not in that role when the project was completed.

What if I have two positions for the same employer?

You should list them both under the same employer name, with dates for each position listed next to the position itself, and the date of your entire tenure appearing on the same line as the employer name and location. If you worked in multiple locations for the same employer, list them alongside each job title and next to the employer name say "various US locations" or "Raleigh, NC and Paris, France", for example.

> **RED HAT**, Raleigh, NC   June 2014 – July 2019
> *Product Marketing Associate (April 2017 – July 2019)*
> * Bullet 1
> * Bullet 2
>
> *Media Specialist (June 2014 – April 2017)*
> * Bullet 1
> * Bullet 2

I am still working for the employer, how do I list the dates?

List the dates from the start date through Present, like this: June 2020 – Present

How do I list a practicum or externship on my resume?

There are two possible places to list your practicum/externship experience. We suggest listing under **Experience** if you lack MBA level work experience and/or are making a career shift and your practicum/externship would help demonstrate a new skill competence. However, you need to speak to real impact and accomplishments if you list a practicum/externship. Similarly, you may format the experience as below, and create a separate section titled "MBA Projects and Leadership Experience."

> **BIOGEN**, Morrisville, NC   Spring 2021
> *MBA Consultant, Supply Chain Practicum*
> * Analyzed and built a Total Cost to Serve (TCS) model for a single modality (protein biologics) of the Supply Chain system from end-to-end, providing input into make vs. buy decisions reducing costs by 20%
>
> **BAYER USA**, Raleigh-Durham, NC   Fall 2020
> *MBA Consultant, Supply Chain Practicum*
> * Led procurement project evaluating energy usage at Bayer plants; created models to assess plant efficiency and presented recommendations for improving efficiency and realizing $5M in cost savings to senior management

You may also choose to list under the **Education** section, as part of your MBA program:

> *MBA Consulting Projects*
> * *FoodBuy & Compass Group USA (Spring 2021)* – Sustainable procurement and supplier verification process improvements resulting in 10% cost reduction
> * *Restaurant Supply Chain Solutions (Fall 2020)* – Procurement department financial performance benchmarking

Projects and/or Leadership Experience (Optional)

Note: You can also include MBA or personal projects with meaningful impact that are related to your desired full time work targets. In that case you would name the section "Project and Leadership Experience."

This section is optional and should only be included if you do not have enough work experience or MBA projects/practicums to fill one page.

What should I list in this section of my resume?
List organizations where you held an elected or selected position (*i.e.,* a position of leadership or impact). You should only list a position if you had significant impact and can speak to actions and quantify results.

I serve on a board of a nonprofit — should I list this here?
Absolutely — board service is leadership. Be sure to include some of the activities you have engaged in as a board member, and how it has impacted the community your organization serves.

Additional Information

Which computer skills should I list?
List the skills that are relevant to your target industry / function. Separate by commas. Check with your Career Coach if you have questions. Make sure you list technical skills like data programming, statistical tools etc. (Python, R, Stata, C++). For Excel specifically, make sure to include high level functions you feel comfortable executing. This provides context for the reader (Vlookup, SumIfs, macros, etc).

How should certifications appear?
Professional certifications should be listed as follows:
Chartered Financial Analyst (CFA); Certified Public Accountant (CPA); Six Sigma Black Belt, American Society of Quality (ASQ); Project Management Professional (PMP), PMI; Level I candidate in the CFA Program; etc.

How do I list my language fluency?
English should never be listed on your resume — it is assumed you are fluent in English based on your U.S. MBA program. For other languages, list with the preceding adjectives Fluent, Proficient, Native or Conversational to describe proficiency level (*e.g.,* Native Spanish*,* Fluent Italian, Business Proficiency in Mandarin, Conversational French).

How specific should I be with my interests?
Interests are included to serve as "ice-breakers" and help you build a connection with a reader, so be as specific and unique as possible. For example, "hatha yoga practitioner" is more interesting than just "yoga"; "Eastern European cuisine" is more compelling than just "cooking"; "19th century English literature" is more interesting than just "reading"; "ACC basketball" is more compelling than just "sports".

I am an international student, but I have my permanent U.S. work authorization. How can I let employers know I do not require sponsorship?
Use the Additional Section to list "Work Eligibility" and say either "U.S. Permanent Resident" or "Permanent US Work Authorization".

I am an international student on an F-1 Visa. How can I let employers know about our STEM OPT extension?
Use the Additional Section to list "Work Eligibility" and say "F-1 Visa with 3 years renewable STEM OPT"

Recruiters may think I am not authorized to work in the U.S. based on my name and/or my international work experience. How can I let an employer know I am a U.S. citizen?
Use the category "Work Eligibility" and put "U.S. Citizen" or "Permanent US Work Authorization", like this:

Work Eligibility: U.S. Citizen