

# Master of Management Résumé Style Guide

Create customized LI URL instead of LI default. See resume guidelines for instruction as well as [LinkedIn instructions](#).

FirstName (Optional Middle Initial) LastName  
Small Caps Calibri 18 pt BOLD

## Early Career – One page INSERT NAME HERE IN INITIAL CAPS

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • linkedin.com/in/yourname

Remove hyperlinks

[Use this area for our summary- no more than two lines, lead with Master of Management, Marketing Analytics [or Risk and Analytics] class year, and then highlight strengths/skills. Summary is written in 3<sup>rd</sup> person – **remove pronouns (ie – I, me, my, we, us, our) and grammatical articles (ie – a, an, the) throughout the entire résumé.** See MMA/MRA Résumé Guidelines for example

### EDUCATION

**NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT, Raleigh, NC** Mon. 20XX  
**Master of Management, Marketing Analytics [or Risk and Analytics]**

Click here to insert practicums and class projects, awards / honors, school-related leadership activities, clubs, etc. Please refer to detailed style guide for phrasing.  
*Regarding practicums and class projects, list these achievements in same PAR format as professional achievements. Highlight key functional and transferable skills. Address expected results if actual results are not known.*

**CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY, City, ST** Mon. XXXX

**Click here to insert Undergraduate Degree, Field of Study**

Click here to add honors such as Phi Beta Kappa; Graduated First Class with Distinction; etc. (if relevant)

### EXPERIENCE

**CLICK HERE TO INSERT COMPANY NAME, City, ST (or City, Country if non-U.S. location)** Mon. XXXX – Mon. XXXX

Click here to insert title

*Month is abbreviated; followed by a [space]; followed by Year in four digits [xxxx].*

- [Replace these instructional verbiage bullet points with your own bullet points. Maintain exact formatting elements for bullets, eg – spacing, font, bullet symbols, etc]
- Résumé bullet = Strong ACTION VERB + Problem / Action / Result (PAR) format
- Use variety of strong action verbs at beginning of bullets; avoid repetition and never say “responsible for”
- Include specific actions and measurable results – specify how many people managed, amount of money saved, earned or managed, percent of sales gained, or savings gained by process improvements
- Showcase transferable skills / strengths from current (or former) position(s) most relevant to opportunity
- Résumé bullets are not complete sentences – **remove pronouns (I, me, my, we, us, our) and articles (a, an, the)**
- **Nor do bullet points end with periods(.)**
- List experience in reverse chronological order; use past tense
- Edit carefully – recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy text
- Write numbers from zero through ten as words; write numbers above ten as numerals (\$1K, \$1M, \$1B)
- Avoid résumé bullets with “orphans” (single words with own lines)

CONTENT TIPS

CONTENT

**CONTINUE TO ADD EXPERIENCE AS NEEDED**

### LEADERSHIP EXPERIENCE

**ORGANIZATION – Position/Title** Semester XXXX – Present or Mon. xxxx – Mon. xxxx

- [This section is entirely optional – only use if you have something relevant to list where you managed activities you can speak to]
- [List involvement where you were elected/selected, held a position of leadership/impact, or received a special honor or distinction. If you list an activity on your resume be prepared to discuss it in a meaningful way in an interview]

### ADDITIONAL INFORMATION

*Use your discretion for this section. It is not required. Only add a category if it is relevant and pertains to you.*

**Computer Skills:** List skills relevant to target industry, separated by commas

**Languages:** List languages other than English, and include proficiency level as Fluent, Proficient or Conversational

**Interests:** Try not to be generic, but be sure you can speak about each if asked **Work Eligibility:** (if the reader has any reason to suspect you do not have US work authorization – select one phrase, delete the others; otherwise you do not need this line): Eligible to work in the U.S. with no restriction / [Your Visa restriction] / U.S. Permanent Resident

*This Work Eligibility line is not necessary if you clearly are a US citizen or have US work authorization. If you don't have US work authorization, or if you do, and it is not obvious, you need this line.*

FirstName (Optional Middle Initial) La:  
Small Caps Calibri 18 pt BOLD

INSERT NAME HERE IN INITIAL CAPS

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • linkedin.com/in/yourname

Remove hyperlinks

Caps Calibri 12 pt BOLD

CREATE ONE-LINE BRANDING STATEMENT THAT COMMUNICATES YOUR VALUE

Highlight Your Relevant Functional Expertise Here • Key Skills • Key Words • or Strengths

Replace this text with your own

Center-justified

[Write your Summary of Qualifications in this area. In this paragraph, replace this instructional text with your own].  
Limit the summary paragraph to no more than five lines. The Summary of Qualifications is written in 3<sup>rd</sup> person – remove pronouns (ie – I, me, my, we, us, our) and grammatical articles (ie – a, an, the) throughout the entire résumé. If appropriate, lead with your Master of Management, Marketing Analytics [or Risk and Analytics], class year. The Summary of Qualifications statement overview provides a snapshot for targeting your résumé; it characterizes the general scope and direction of your career; it should draw the reader into the details of your experience.

- [Replace these instructional bullet points with your own bullet points; maintain exact formatting elements for bullets, eg – spacing, font, bullet symbols, etc.]
- Depending on the breadth and/or depth of your experience, include 2 – 4 specific summary statements relevant for position; however, do not feel obligated if you feel your experience is not extensive enough to support them
- Bullets quickly draw reader’s eyes to important skills and expertise
- Attempt to match qualifications with employer’s needs, especially if you have job description; do not attempt if qualifications do not match employer’s needs

List years of entire tenure flush right on same line as organization name. “Present” if currently with the organization. Use right tab at tenure dates

EXPERIENCE

Use your discretion with Months. If you are more seasoned, only using Years may be more appropriate.

CLICK HERE TO INSERT COMPANY NAME, City, ST (or City, Country if non-U.S. location)

Mon. Year – Mon. Year

Reader may not be familiar with past employers; could provide brief description of employer (no more than two lines); separate phrases with semi-colon, do not add period (.) at end

Click here to insert title (Mon. Year - Present)

IF MULTIPLE POSITIONS IN SAME ORGANIZATION, list months years for each position in parentheses after position title.

Could also describe scope of your responsibilities, as necessary (no more than two lines)

Month is abbreviated; followed by a [space]; followed by Year in four digits [xxxx].

Key Achievements:

- [Replace these instructional verbiage bullet points with your own bullet points. Maintain exact formatting elements for bullets, eg – spacing, font, bullet symbols, etc.]
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- List experience in reverse chronological order; present tense for current exp, past tense for previous experience

CONTENT TIPS

Click here to insert title if held more than one position within company (Mon. Year – Mon. Year)

Could also describe scope of your responsibilities, as necessary (no more than two lines)

Key Achievements:

- Edit carefully – recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy text
- Write numbers from zero through ten as words; write numbers above ten as numerals (\$1K, \$1M, \$1B)
- Avoid résumé bullets with “orphans” (single words with own lines)

FORMATTING TIPS

## NAME AS ON FIRST PAGE - Page 2

Enter NCSU or Professional Email • Enter phone number (xxx) xxx-xxxx • Enter LinkedIn url

*Add a second page only if needed. If you do, it must be a full page. Working Professional MBA students with limited or no relevant work experience, or are making a significant career change, should choose to keep one-page résumé. Do not exceed two pages.*

*Ensure a clean break between positions between pages to avoid a run-on of bullet points. See the Résumé Guidelines for an example.*

**CLICK HERE TO INSERT COMPANY NAME**, City, ST (or City, Country if non-U.S. location) Mon. Year – Mon. Year

Reader may not be familiar with past employers; could provide brief description of employer (no more than two lines).

*Click here to insert title*

Could also describe scope of your responsibilities, as necessary (no more than two lines)

### Key Achievements:

- Bullet #1
- Bullet #2

*Continue to add experience as needed*

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## EDUCATION AND CREDENTIALS

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**Master of Management, Marketing Analytics [or Risk and Analytics]**

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*Click here to insert awards / honors*

*Click here to insert school-related leadership activities, clubs, etc.*

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**CLICK HERE TO INSERT UNDERGRADUATE UNIVERSITY**, City, ST Mon. Year

**Click here to insert Undergraduate Degree, Field of Study**

*Click here to add honors such as Phi Beta Kappa; Graduated First Class with Distinction; etc. (if relevant)*

**PROFESSIONAL DEVELOPMENT AND TRAINING** – Add significant and relevant extra-curricular professional development, certifications, corporate-based training, etc. (if relevant)

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**\* “ADDITIONAL INFORMATION” IS ELECTIVE. ADD RELEVANT INFORMATION THAT PROGRESSES YOUR CANDIDACY.**

**\*\*TWO PAGES MAX. IF YOUR RESUME IS TWO PAGES, IT NEEDS TO BE TWO FULL PAGES. IF NOT, IT NEEDS TO BE LIMITED TO ONE PAGE.**