

Sample MBA
chronological resume

Use the same header on
cover letters, it becomes
your personal stationary.

Name

Street Address
City, VA 23622
(757) 555-1212
professional@whatever.com

Header can be centered or
on either the left or right or
your address, phone, email,
etc can all be on one line
after your name, which
saves space and looks more
like business letterhead.

OBJECTIVE

Be clear, specific and employer focused.

EXECUTIVE SUMMARY

- 3-5 short statements that summarize your education and experience
- Can also use some “soft” skills, such as leadership abilities
- Think of this as your 15 second commercial for yourself
- If the reader read no further they would have a good idea of what you can do

EDUCATION

Put education after experience if you have
considerable related experience.

Old Dominion University, Norfolk, VA
Master of Business Administration
Concentration in Marketing GPA: 3.9/4.0

December 2005

Ohio State University, Cleveland, OH
Bachelor of Arts
Major: English GPA: 3.6/4.0

May 1999

RELATED PROFESSIONAL EXPERIENCE

If you are currently working, but not in a job
related to your objective, break your
experience into related and other, so the
related experience appears first.

Name of Employer, City and State
Your Title

Dates of employment

- Describe the functions of your position, using action verbs (“ed”)
- Quantify when possible
- Mention major accomplishments
- Keep bullet points short, but they can go over onto a second line if you need the space to fully describe the task
- Use a new bullet for each separate area; use a semi colon to further describe something mentioned already in the bullet

Name of Employer, City and State
Your Title

Dates of employment

- Use as many jobs as you can in this category, trying not to be repetitive in the duties
- Make sure that you are not using jargon that general managers might not understand

OTHER EXPERIENCE

Old Dominion University, Norfolk, VA
Graduate Research Assistant

2004 – present

- Keep these descriptions short as “other” experience is not related to your goal, but used to show you worked and have transferable skills

LANGUAGES

COMPUTER SKILLS

TECHNICAL SKILLS

OTHER SKILLS

These are optional sections to be used as appropriate. They can be combined and/or re-named as required. Use bullets, as in employment section, to describe specifics.

PROFESSIONAL ASSOCIATIONS

COMMUNITY INVOLVEMENT

References available on request.

This statement says “the end,” and lets the reader know there is not another page. Most MBA resumes will be two pages.