

Sample MBA combination resume

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

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, like this one.

**Name**

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

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**OBJECTIVE**

Be clear, specific and employer focused. Remember that you will be using the summary and skills and experience areas below to prove that you are qualified for the position you name here.

**EXECUTIVE SUMMARY**

- 3-5 short statements that summarize your education, skills 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

**PROFESSIONAL SKILLS AND EXPERIENCE**

**Human Resource Management**

- Each of these skill/experience categories should relate to the objective, what does the employer need in a person they would hire to fill that role
- Use action verbs to describe your experience by category rather than listed under a specific
- The names of the areas on this resume are samples only, almost any skill area can be used
- This format allows you to mention all of your experience without repeating yourself under each job

**Technical**

- It also allows you to highlight older experience in the "prime real estate" of your resume, front page center
- You should have at least 3 skills/experience areas, no more than 5
- Each section should have at least 2-3 points, and no more than 5 or 6

**Marketing and Public Relations**

- Combine skill areas that are similar if you do not have enough points under each to make a separate category
- Use anything you have in these sections, including skills/experience gained through volunteer work, professional associations, etc.
- Don't use jargon, but do use words related to the profession you wish to join

## WORK HISTORY

Your title	Company Name, City, State	Dates worked
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Your title	Company Name, City, State	Dates worked
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## PROFESSIONAL ASSOCIATIONS

Since you have mentioned the skills/experience gained from these already on the first page here list only the organization, dates, and your title, if you had one.

## COMMUNITY ACTIVITIES

Since you have mentioned the skills/experience gained from these already on the first page here list only the organization, dates, and your title, if you had one.

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.