



Resume Guidelines for the MBA Applicant

The following resume guidelines will help you prepare your resume for application to The Concordia MBA.

- Name should be 14-16 point font and other text should be 10-12 point font in Arial or Times New Roman. You should list your current location (city/state), phone no. and email address.
- Remember that your resume is an integral part of your application. Be sure that it is free from grammar and spelling errors, and shows consistency in formatting. Formatting should follow standard practice for business leaders in your industry.
- List your experience, by employer (company name). Include locations (city/state), employment periods by month/year, job titles, and roles/achievements. Summarize what distinguishes you and what you offer, then use 3-4 bullet points to highlight the specifics. Candidates typically have 3-5 years of professional work experience. This refers to years of experience working for organizations within your chosen profession (s) based on your qualifications. Career changes are acceptable. For applicants without professional experience, active roles in student leadership, volunteer service, and/or internships will be considered and should be highlighted in resume.
- Avoid subjective, insupportable statements on your résumé. For example: "Exceptional people manager with extensive supervisory experience." If you believe your managerial skills were exceptional because of high employee satisfaction ratings, say: "Achieved highest employee satisfaction ratings of 12 managers in my division."
- Focus more on results and achievements than activities or situations. A strong, action- and results-based résumé is one primarily composed of statements like this: "Took over management of [situation] and achieved 10% customer retention improvement, \$2 million in new sales volume, and 11% profit improvement through the following initiatives [how you did it—briefly]."
- Use specific metrics to back up accomplishments. Statements should be supported by evidence, particularly quantitative evidence. For example: "Managed 24 people over three years and increased employee retention 10% while also improving work productivity 15%."
- List highest degree first and include degrees completed, degrees in progress, certifications, and professional courses. For certifications/professional courses, include such things as licenses you hold and corporate training you have had that is relevant to your goals.
- Reflect your hobbies or interests that provide insight into your values. Mention any leadership roles you hold or have held, such as serving on a governing board of a professional society, or leading a community event or organization.