

# MANAGEMENT RESUMES

for Undergraduate Business Students

SAINT LOUIS UNIVERSITY

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**John Cook School *of* Business**

Career Resources Center



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## Creating a “Results” Resume

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A resume is a written summary that highlights your education, experience, skills, and other relevant information. The primary purpose of the resume is to get you an interview. Employers often scan resumes very quickly. Therefore, it is imperative that your resume looks professional and dynamic.

### Your Name

Street Address | City, State Zip | Phone Number | E-Mail Address

#### **Objective:**

An objective can include job title, industry, and competencies or skills you would like to use in your position.

#### **Education:**

**Saint Louis University – John Cook School of Business**, St. Louis, MO  
Bachelor of Science in Business Administration, Graduation Month and Year  
Concentration (Certificates, Minors or Supporting Area, if applicable)  
Include GPA if it is over 3.0/4.0

#### **Relevant Experience:**

**Internship Title**, Dates when you worked

Name of Company, City, State

- Use phrases, starting each phrase with an action verb to grab reader’s attention.
- Explain job duties including skills used and accomplishments.

#### **Employment History:**

**Job Title**, Dates when you worked

Company Name, City, State

- Describe job duties and accomplishments.
- List all experience in reverse chronological order, starting with most recent.

#### **Additional Headings:**

- On-campus Activities
- Leadership Experience
- Study Abroad
- Relevant Coursework
- Language Skills
- Honors / Awards
- Community Service / Volunteer Experience
- Computer Skills

#### **General Tips:**

- Keep in mind that an employer will typically scan a resume for 1 minute or less.
- Be honest throughout your resume—never lie.
- Do not use a resume template or table to create your resume.
- Type the resume in Arial or Times New Roman in 11 or 12-point size for text
- Limit your resume to one page for traditional students
- Use indentations, capital letters, bolding, and bullets to effectively enhance important information
- Tailor resumes to specific positions or employers
- Never include references or the statement “References Available Upon Request”
- Never include personal information such as age, hobbies, interests, marital status
- Generally include a cover letter with your resume
- Proofread! Let several people (including Career Services staff) critique your resume

## Action Verb List

Leadership Skills	Communication Skills	Technical Skills	Admin Skills	Creative Skills	Financial Skills	Service Skills
Administered	Addressed	Analyzed	Approved	Acted	Accounted	Collaborated
Analyzed	Advised	Adjusted	Arranged	Composed	Administered	Contracted
Anticipated	Arbitrated	Aligned	Catalogued	Conceived	Allocated	Coordinated
Assessed	Arranged	Calculated	Classified	Conceptualized	Analyzed	Counseled
Assigned	Assembled	Catalogued	Collected	Created	Appraised	Corrected
Attained	Authored	Compiled	Compiled	Designed	Audited	Demonstrated
Chaired	Bargained	Computed	Corresponded	Developed	Balanced	Encouraged
Contracted	Clarified	Critiqued	Dispatched	Directed	Budgeted	Evaluated
Consolidated	Collaborated	Created	Executed	Established	Calculated	Facilitated
Coordinated	Connected	Detailed	Generated	Fashioned	Comparing	Guided
Conducted	Contributed	Drafted	Implemented	Founded	Compiling	Integrated
Delegated	Coordinated	Designed	Inspected	Illustrated	Computed	Led
Developed	Corresponded	Devised	Monitored	Integrated	Correlated	Listened
Directed	Defined	Diagnosed	Operated	Introduced	Equated	Purchased
Empowered	Developed	Engineered	Organized	Invented	Examined	Repaired
Enabled	Directed	Evaluated	Prepared	Originated	Forecasted	<b>Public Relations</b>
Executed	Drafted	Examined	Processed	Performed	Formulated	
Hired	Edited	Extracted	Purchased	Planned	Leveraged	Collaborated
Improved	Explained	Formulated	Recorded	Revitalized	Managed	Communicated
Increased	Influenced	Financed	Retrieved	Shaped	Maximized	Conducted
Initiated	Integrated	Identified	Specified	Translated	Planned	Consulted
Measured	Interviewed	Maintained	Validated	Projected	Processed	Convinced
Modeled	Lectured	Measured	Recorded	Recognized	<b>Selling Skills</b>	Created
Negotiated	Listened	Operated	Reduced	Reconciled		Demonstrated
Overhauled	Mediated	Organized	Reported		Advised	Endorsed
Oversaw	Moderated	Programmed	Verified		Asked	Entertained
Planned	Motivated	Refined	Collaborated		Calculated	Hosted
Prioritized	Negotiated	Repaired	Collated		Closed	Informed
Produced	Organized	Reviewed	Computed		Communicated	Interviewed
Recommended	Persuaded	Restructured	Developed		Compared	Performed
Regulated	Promoted	Revised	Evaluated		Contacted	Planned
Reinforced	Publicized	Solved	Examined		Contracted	Promoted
Restructured	Presented	Summarized	Followed		Convinced	Recruited
Reviewed	Proposed		Improved		Differentiated	Represented
Scheduled	Read		Recommended		Influenced	Researched
Strengthened	Reconciled		Sorted		Informed	Taught
Supervised	Translated		Systemized		Inspected	
Verified	Updated		Wrote		Planned	

## Firstname Lastname

### *Current Address:*

Street Address  
City, State Zip  
Cell Phone

### *Permanent Address:*

Street Address  
City, State Zip  
E-Mail

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### OBJECTIVE

To obtain an internship utilizing a background in entrepreneurship while expanding and enhancing skills through a hands-on learning experience.

### EDUCATION

**Saint Louis University – John Cook School of Business**, Saint Louis, MO

Bachelor of Science in Business Administration, May 2014

Concentration: Entrepreneurship

Service Leadership Program (300 service hours, 24 leadership workshops, 3 courses)

Business GPA: 3.25/4.00

### WORK EXPERIENCE

**Manager**, 2012 – Present

Simply Elegant, Chesterfield, MO

- Motivated and led employees to successfully improve store sales performance 10% over a three-month period
- Recognized by upper-level management for superior performance
- Supervised and prepared schedules for up to 7 employees
- Recorded inventory, ordered merchandise, and balanced end-of-day paperwork

**Sales Associate**, 2009 – 2012 (seasonal)

Garrett Popcorn Shop, Chicago, IL

- Waited on customers, operated cash registers, kept inventory, and maintained good customer relations
- Acquired knowledge of merchandise in condensed timeframe and learned essential skills necessary to effectively serve over 100 customers on weekly basis

**Maintenance Assistant**, 2008 – 2012

Rest Haven Nursing Home, Chicago, IL

- Successfully delegated tasks to grounds crew of 8
- Handled all inventory and scheduling-related decisions in absence of full-time manager

### HONORS AND ACTIVITIES

Campus Kitchen, 2010 – Present

Collegiate Entrepreneurship Organization, 2011 – Present

- Vice President of Membership, 2012 – Present

American Marketing Association, 2010 – 2011

Ignatian Scholarship (Merit-based)

# Firstname Lastname

Street Address | City, State Zip | Cell Phone | E-Mail

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## SUMMARY

- Quick learner with a combination of broad varied experience and quality education
- Flexible and efficient worker and able to quickly adapt to situations in a fast-paced environment
- Strong academic performance through undergraduate level
- Proven team spirit in working with peers and colleagues

## EDUCATION

**Saint Louis University – John Cook School of Business**

St. Louis, MO

Bachelor of Science in Business Administration

May 2014

Concentration in Management, Minor in Finance

GPA: 3.41 / 4.00

## PROFESSIONAL EXPERIENCE

**Wells Fargo - Corporate Properties Group**

St. Louis, MO

Intern

Summer 2013

- Coordinated relationships with vendors to help standardize procedures across all of the properties group
- Processed and filed incoming monthly invoices
- Developed and implemented policies and procedures for maintenance techs
- Managed and maintained files for the ATM lighting project to comply with federal guidelines

## ADDITIONAL WORK HISTORY

**California Pizza Kitchen, St. Louis, MO**

2011-Present

*Assistant Manager*

2012-Present

- Motivated a team of five employees
- Ordered new inventory and prepared close of store for next business day
- Prepared deposit and counted drawer averaging \$800 for next business day

*Server*

2011-2012

- Utilized excellent customer service to take orders and serve food and beverages to customers

## ACTIVITIES / VOLUNTEER EXPERIENCE

Kappa Delta Sorority

2010-Present

- Recruitment Chair, 2013-Present
- Assistant Recruitment Chair, 2012-2013

Girl Scouts of America

2010-Present

Campus Kitchen

2010-Present

Oriflamme (Freshmen Orientation Leader)

2011-Present

Make A Difference Day

2010, 2011, 2012

John Cook School of Business Service Day

2011, 2012