

RESUMES FOR INCOMING MBAs

#1

RESUMES ARE
STILL THE
MOST USED
JOB SEARCH
DOCUMENT

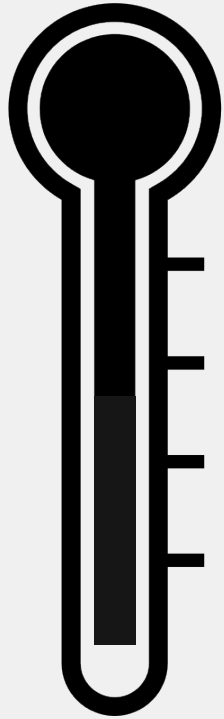


EFFICIENCY IS KEY
→ AVERAGE TIME
VIEWED IS 4-7
SECONDS



STRIVE FOR
QUANTIFIABLE
RESULTS, NOT
PAST JOB
DESCRIPTION

HOW TO USE RESULTS-FIRST BULLETS:



COLD:

Trained new sales employees

WARMER:

Trained more than 15 new employees on sales techniques, resulting in increased customer satisfaction

HOT:

Increased team sales by 25% through effectively training 15+ new employees in first year

**Download the toolkit from our [website](#) for an accomplishment record, checklist and list of result-oriented resume words.*

STEPS TO COMPLETE YOUR RESUME:

- 1)** Tailor your resume using the TCU MBA resume template
- 2)** You'll receive one welcome email on June 1st for the next step:
 - Upload your resume to the **MBA Jobs (Grad Leaders)** website – our exclusive résumé book tool and go-to site for your job search

ABOUT OUR TEMPLATE:

The Neeley MBA program uses a consistent guide, developed with employer feedback, to ensure a reliable level of quality and to help your best skills stand apart.