

FULL-TIME MBA PROGRAM

RESULT-FOCUSED RESUME WORDS



Neeley
SCHOOL OF BUSINESS

ACHIEVED A GOAL

Attained, Awarded, Championed, Completed, Demonstrated, Determined, Earned, Exceeded, Executed, Outperformed, Reached, Showcased, Solved, Succeeded, Surpassed, Targeted

CREATED A PROJECT OR PROCESS

Broadened, Built, Created, Designed, Developed, Devised, Founded, Engineered, Established, Formalized, Formed, Formulated, Ignited, Implemented, Incorporated, Initiated, Introduced, Launched, Pioneered, Spearheaded

IMPROVED A PROJECT OR PROCESS

Centralized, Clarified, Converted, Customized, Expedited, Integrated, Manufactured, Merged, Modified, Overhauled, Redesigned, Refined, Refocused, Rehabilitated, Remodeled, Reorganized, Replaced, Restructured, Revamped, Revitalized, Simplified, Standardized, Streamlined, Strengthened, Systematized, Updated, Upgraded, Transformed

LED OR MANAGED A TEAM OR PROJECT

Aligned, Chaired, Controlled, Coordinated, Cultivated, Directed, Enabled, Executed, Headed, Facilitated, Fostered, Guided, Hired, Inspired, Led, Managed, Mentored, Mobilized, Motivated, Operated, Organized, Oversaw, Planned, Produced, Programmed, Recruited, Regulated, Shaped, Supervised, Taught, Trained, Unified, United

SAVED MONEY OR TIME

Accelerated, Achieved, Advanced, Amplified, Boosted, Capitalized, Conserved, Consolidated, Decreased, Deducted, Delivered, Diagnosed, Enhanced, Eliminated, Expanded, Expedited, Financed, Furthered, Gained, Generated, Improved, Inventoried, Lifted, Maximized, Negotiated, Outpaced, Reconciled, Stimulated, Sustained

SUPPORTED A TEAM OR CLIENTS

Advised, Advocated, Arbitrated, Coached, Consulted, Coordinated, Educated, Endorsed, Fielded, Informed, Influenced, Maintained, Navigated, Organized, Resolved

RESEARCHED FACTS OR TRENDS

Analyzed, Assembled, Assessed, Audited, Calculated, Discovered, Estimated, Evaluated, Examined, Explored, Forecasted, Gathered, Identified, Interpreted, Investigated, Mapped, Measured, Qualified, Quantified, Surveyed, Tested, Tracked, Utilized

WROTE OR COMMUNICATED

Authored, Briefed, Campaigned, Co-authored, Composed, Conveyed, Convinced, Corresponded, Counseled, Critiqued, Defined, Documented, Edited, Illustrated, Lobbied, Persuaded, Presented, Promoted, Publicized, Reviewed

FULL-TIME MBA PROGRAM RESUME CHECKLIST



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Review this list each time before submitting an updated resume.

Spellcheck Headlines

Sometimes Word does not spellcheck all caps.

Spellcheck Content

58% of resumes have spelling errors (CareerBuilder survey, 2013)

- Neeley spelled correctly
- Christian spelled correctly
- Spell out numbers nine and below; use digits for numbers 10 and above
- No abbreviations
- No random capitalization
- Do not use the serial comma before the “and” in a series (i.e. finance, supply chain, consulting and marketing)

Review Dates

- Dates aligned all the way to the right margin
- Dashes in between years are the long dash with spaces in between (i.e. 2007 – 2010)

Ensure Consistent Text Formatting

Each position listed should be uniform in:

- Font
- Text size
- Bolding/italicized of employer name, title and location

Avoid Redundancy

- Do any bullets begin with the same words?
- Are any positions or projects listed twice?

Check for a Hook

- Does the top third of the resume entice readers to continue on?

Ask, “Does your resume do you justice?”
