

# RESUMES FOR INCOMING MBAs

# #1

RESUMES ARE  
STILL THE  
MOST USED  
JOB SEARCH  
DOCUMENT

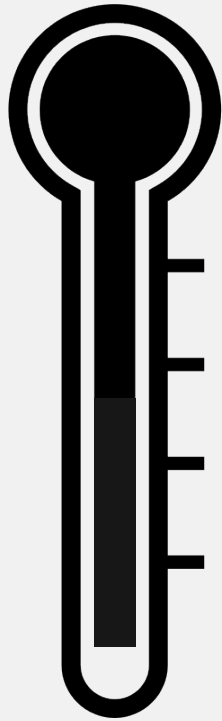


EFFICIENCY IS KEY  
→ AVERAGE TIME  
VIEWED IS 4-7  
SECONDS



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 starting in June 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. [Download on our website.](#)