



MICHIGAN
ROSS SCHOOL OF BUSINESS

Guide for Preparing Effective **Resumes** (BBA Applicants)

PREPARING A TARGETED RESUME

Please keep in mind that this is simply a guide that we have provided to help you draft a resume for your BBA Application. There is no expectation or requirement set by the Admissions Committee that you use these guidelines or format.

The central campus Career Center can also provide you with resume resources and assistance. Their contact information is:

The Career Center
515 E. Jefferson
3200 Student Activities Building
Ann Arbor, MI 48109-1316
Phone: 734-764-7460
Fax: 734-763-9268
[Email: careercenter@umich.edu](mailto:careercenter@umich.edu)

1. **Career Flow.** The resume will be formatted chronologically based on your experiences. Within and across your experiences, however, there should also be a rational flow to your development. This development should progress up to the time of the application date and ideally will help the reviewer to “buy-in” or believe that the most logical next step in your career is a BBA degree from the Ross School of Business.

2. **Bullet Point Content.** Bullet points in the Experience section fall into one of four broad categories. You should strive to quantify your accomplishments as you develop your resume points.
 1. List tasks—e.g., Answer phones
 2. Discuss tasks—e.g., Respond to telephone inquiries
 3. Discuss accomplishments—e.g., Streamlined phone response and increased customer satisfaction
 4. Quantify accomplishments—e.g., Streamlined phone response process resulting in 30% increase in customer satisfaction survey results

Before you draft actual bullet points, think about problems, challenges or issues you faced on a job assignment. Consider what action you took to address the problem, and then the result of your action. This exercise will lead you to develop quantified accomplishments, which can be crafted into effective bullet points.

3. **Paid work versus unpaid work.** It is your choice as to how to categorize certain experiences that you have had. Often, unpaid leadership positions translate nicely into bullets under the Experience section of the resume. If you don’t have as much involvement with an organization, it may fall more appropriately under the Additional section.

4. **High school activities and jobs.** For application to the BBA program, it is appropriate to include high school activities and/or jobs on the resume. However, other areas of the application (i.e., achievements, extracurricular activities and essays) specifically request that you provide examples from your college experiences.

RESUME GUIDELINES FOR THE BBA APPLICATION

Resume Tips: Be of appropriate length and content— generally one page
Be free of typos

Resume Purpose: To give the Admissions Committee Reviewer a **quick** overview of your professional qualifications, educational background and additional skills/activities
To gain admission to the BBA program
To clearly and concisely outline your qualifications

Ross School of Business

Format*:

NAME (in capital letters), address, phone number and email
address centered at the top of page.

CHRONOLOGICAL FORMAT - Your education and business experience should be listed in reverse chronological order (most recent first).

LEFT-HAND MARGIN:

Subject Headings Subject headings should appear in the left-hand margin ("Education," "Experience," "Additional").

Dates Attended/Worked In the left-hand margin the months worked and dates attended, should appear in reverse chronological order.

Indicate if it was part-time or summer employment.

RIGHT-HAND MARGIN:

Location - Locations of universities and companies will be placed flush with the right-hand margin.

*This format is not required but is **HIGHLY** recommended.

NAME

Street Address • City, STATE ZIP
emailaddress@umich.edu • 999.000.000

- EDUCATION** **UNIVERSITY OF MICHIGAN** **Ann Arbor, MI**
College of Literature, Science and the Arts
- Liberal arts curriculum with pre-business and history emphases
 - G.P.A. 3.4/4.0
 - Class Honors, Fall Semester 2005
 - Coach for Michigan's Girls Club Soccer Team for Indiana University Tournament, April 2004
- EXPERIENCE** **U OF M EMPLOYMENT TRANSITION PROGRAM** **Ann Arbor, MI**
2004-Present **Office Assistant**
- Compiled back-up invoices for monthly statement of University account.
 - Handled all intra-university deliveries.
 - Prepared weekly mass mailings to off-site employees.
 - Prepared materials for semi-annual employee training meetings.
 - Ordered shipping supplies from United Parcel Service monthly.
- 2003-2004** **PHI KAPPA TAU FRATERNITY** **Ann Arbor, MI**
Vice President, Recruitment & Education
- Elected to lead recruitment and education initiatives for this 200 member social fraternity.
 - Increased the average incoming class by 24%.
 - Secured speakers to educate fraternity members in the areas of career development, team work, and historical traditions.
- Fall 2003** **MARCH OF DIMES** **Ann Arbor, MI**
Walk America Team Leader
- Recruited and lead a team of over 25 students to participate in this annual fundraising event.
 - Raised \$10,000 in donations as a team, a 75% increase over the prior year.
- 2002-2003** **ROCK, FUSCO, REYNOLDS, CROWE, & GARVEY, LTD.** **Chicago, IL**
Summers **Office Clerk**
- Developed spreadsheet summary of bank accounts' activities on MS-Excel.
 - Organized exhibits and pleadings on pending cases.
 - Filed and recorded legal documents with State Court and Federal Court.
 - Trained new office clerks; coordinated tasks among office clerks.
 - Conducted land tract searches on properties in Cook County, Illinois.
 - Organized 200 collection cases, determining amounts owed and paid.
 - Indexed closed files for storage; located and ordered files from storage.
 - Entered expenses into firm's computer billing system.
 - Maintained client expense files.
- ADDITIONAL**
- Knowledge of Word Perfect, MS-Word, Excel, and Power Point
 - Member of Park Ridge Adult Soccer Team, 2002
 - Head coach of boy's Park Ridge Youth Soccer Team, 2003
 - Graduate of Saint Ignatius College Prep, 2003; Varsity Soccer Team Captain, 2003