North Carolina State University
Jenkins Full Time MBA Resume Style Guide & FAQs

Formatting Guidance

- Follow our Jenkins MBA resume format!! Pay close attention to font size, spacing, appropriate use of bold and italics, bullet location, indentations, date location, etc.

- Resume should be one page

- Use Calibri font 11 pt throughout except for Name (18 pt) and Summary Statement (12 pt)

- Margins: Top = 0.5", Bottom = 0.3", Left and Right = 0.5"

- Name should appear in Calibri 18 pt, Small Caps, Bold

- Contact information will be 11 pt, text should be centered and fit on one line

- Use NCSU email (and remove hyperlink), phone number in (999) 999-9999 format, and simplified (linkedin.com/in/yourname) LinkedIn address (you create this through LI settings — and remember to remove the hyperlink from your resume)

- Summary statement should be 12 pt, no more than two lines (can change to 11 pt to fit text if needed), and centered. Include reference to the STEM MBA (*e.g*., First Year Supply Chain STEM MBA with…)

- Text for rest of resume after Header section should be left justified, Calibri 11 pt font

- Do not adjust margins and spacing between lines or sections — please follow template format!

- Do not include MBA program GPA; include undergraduate program GPA if 3.0 or higher

- Do not use articles such as The, An, A, and avoid using first person language and personal pronouns

- Use action verbs to open resume bullets (avoid "Responsible for") — see list of action verbs that accompanies the resume template

- Avoid resume bullets with "orphans" — single word on a second or third line

- All numbers 0-9 should be written as words (i.e., "nine"), any number 10+ should be written as numerals (*i.e.,* 20)

- Numbers: K = thousands, M = millions, B = billions, use + for more than (*e.g.,* $50M+), use < for less than (e.g., <10%)

- Currencies: Convert all foreign currencies to US $ as of August 1, 2019; use $ not USD (e.g., $100K)

- Avoid multiple sentences in one bullet — use a semi-colon (;) if need be to link two thoughts

- Do not use periods at the end of sentences or anywhere in the resume

- Make sure all hyphens and dashes are the same size everywhere

Frequently Asked Questions (FAQs) – General

Can I have multiple sentences within one bullet?
Ideally each bullet should have one thought, and we do not use periods at the end of these bullets. If you need to include two thoughts / related items in the same bullet, use a semi-colon (;) to separate them. The first word following the semi-colon should not be capitalized unless it is part of a list.

Should I have multiple versions of my resume?
You will have one default resume in 12Twenty that will be used for Jenkins MBA resume books. You may have multiple versions of your resume if you are exploring two distinctly different career paths (*i.e.,* pharma sales and tech project management); however, you will still only be allowed one default resume for CMC use.

When do I use a short hyphen versus a long hyphen?
A regular hyphen (-) is used for joining two compound words, hyphenating names, or to join numbers in a phone number, and is the shortest in length. Examples: co-created, well-deserved, 555-4444, etc. There should not be a space before or after the hyphen.

An en-dash (–) is used when denoting a range, as in a range of time (*i.e.,* May – September). AP style allows for a space before and after the en-dash, Chicago style says no space. We follow AP style for purposes of the listing of dates on the resume. Use the en-dash on the Jenkins MBA resume, with space on either side, when referring to your dates of Work Experience and Leadership Experience.

An em-dash (—) is used to allow an additional thought to be added to a sentence. It may also be used in place of parentheses or a colon. For example, "She ordered her favorite ice cream — chocolate." Or "When the dress finally arrived — two months after she ordered it — she no longer needed it."

To create an en-dash or em-dash in MS Word, simply go to Insert → Symbol → More Symbols, then click on the "special characters" tab and they should appear as choices on the top of the list.

Frequently Asked Questions (FAQs) – Contact Information

Should I put my certifications and degrees after my name at the top of my resume?
You should only put credentials after your name if you have a doctorate degree (Ph.D.) or medical doctorate (M.D.). All other graduate degrees should be listed under the Education section, and professional certifications (*e.g.*, CPA, PMP) should be listed under Additional Information unless they directly relate to you target position and will be valued by recruiters in that field. Please consult your career coach for guidance if needed.

How do I list a first or middle initial?
If you want to include an initial in your name, use a period with it. Example: John K. Smith, M. Kiara Evans.

How do I list a preferred name that is different from my given name?
Use parentheses to offset your preferred name: Amibel (Amy) Wolfpack

My name doesn't fit — what should I do?
If you have a very long name, we recommend reducing the font size to 16 pt so it still looks similar to our template. Please use a first and last name (surname) on your resume and in all your professional correspondence.

Frequently Asked Questions (FAQs) – Education

Jenkins is now a STEM MBA – how do I highlight this?
We recommend including the reference to STEM MBA after listing the degree name:

> **Master of Business Administration (MBA), <mark>STEM MBA,</mark> list concentration here**

How do I list a Jenkins MBA Fellowship or other Fellowship?
Fellowships should include the name and reference either full tuition or partial tuition. Please ensure you are correctly identifying your funding source. Examples:

> Jenkins Graduate Assistantship: Merit-based award of [full/partial] tuition and stipend
> Entrepreneurship (HiTEC) Scholar: Merit-based award of full tuition and stipend
> Supply Chain Graduate Research Assistant: Merit-based award of full tuition and stipend
> McLauchlan Leadership Fellow: Selective, immersive leadership development program focused on experiential learning

How do I list my dual degrees?
If you are in an NC State dual degree program, list your MBA first, and then list the other degree you are receiving. Same guidance holds for a second graduate degree – list after the MBA.

> **NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT**, Raleigh, NC   May 2020
> **Master of Business Administration (MBA), Marketing Management**
> Vice President, Jenkins Women's Club
>
> **NORTH CAROLINA STATE UNIVERSITY, COLLEGE OF AGRICULTURE AND LIFE SCIENCES,** Raleigh, NC   May 2020
> **Master of Microbial Biotechnology (MMB)**   GPA: 3.8

How can I list GPA if my undergraduate institution was not on a 4.0 scale?
You can list your GPA out of the scale used (i.e., 4.8 / 5.0), or use a percentage (but only if you were the top 20% of your class) (*e.g.,* Top 10% of class). Only list your undergraduate GPA if it was 3.0 or higher.

What if I graduated with honors from my undergraduate institution?
Honors should always be italicized and written in lower case: *cum laude*, *magna cum laude*, *summa cum laude*.

Do I include my GMAT score?
We recommend including your GMAT score if it was 670 or higher. Do not include GRE or other test scores.

I have more than one concentration, how do I list them?
List both concentrations following "**Master of Business Administration (MBA)**", in bold. You can either combine the two with one "Management" word, such as "**Supply Chain and Marketing Management**", or list them both out (*e.g.,* "**Supply Chain Management and Marketing Management**"). The latter is preferred if space permits. Certificates may be listed after concentrations, but should not be bold.

> **NORTH CAROLINA STATE UNIVERSITY, JENKINS GRADUATE SCHOOL OF MANAGEMENT**, Raleigh, NC   May 2020
> **Master of Business Administration (MBA), Marketing Management and Innovation Management**
> Certificates in Decision Analytics and Supply Chain Management

Should I include case competition information?
If you place in the <u>top three</u> of an internal or external case competition, you can include it in the Education section of your resume. Years do not need to be listed.
> Example: National Black MBA Case Competition, Second Place

Frequently Asked Questions (FAQs) – Experience

Can I include my undergraduate internships?

If you have less than three years of full-time work experience, and/or if the internship relates directly to the position you are applying for, you may include undergraduate internships on your resume. Be sure to articulate quantifiable results and highlight your impact, using MBA level language.

What if I don't have quantifiable results?

Review your old work performance plans, performance reviews, or past resumes. Quantifiable results can include increased revenues, decreased costs, student pass rates, decreased production time, increased employee retention / satisfaction, error rates, sales goals, and many others.

What if I have two positions for the same employer?

You should list them both under the same employer name, with dates for each position listed next to the position itself, and the date of your entire tenure with the employer appearing on the same line as the employer name and location. If you worked in multiple locations for the same employer, list them alongside each job title and next to the employer name say "various US locations" or "Raleigh, NC and Paris, France", for example. These guidelines may vary depending on individual circumstances.

> **RED HAT**, Raleigh, NC June 2014 – July 2019
> *Product Marketing Associate (April 2017 – July 2019)*
> - Bullet 1
> - Bullet 2
>
> *Media Specialist (June 2014 – April 2017)*
> - Bullet 1
> - Bullet 2

I am still working for the employer, how do I list the dates?

List the dates from the start date through Present, like this: June 2020 – Present

How do I list a practicum or externship on my resume?

There are two possible places to list your practicum/externship experience. We suggest listing under **Experience** if you lack MBA level work experience and/or are making a career shift and your practicum/externship would help demonstrate a new skill competence. However, you need to speak to real impact and accomplishments if you list a practicum/externship.

> **BIOGEN**, Morrisville, NC Spring 2021
> *MBA Consultant, Supply Chain Practicum*
> - Analyzing and building a Total Cost to Serve (TCS) model for a single modality (protein biologics) of the Supply Chain system from end-to-end, providing input into make vs. buy decisions to reduce costs by 20%
>
> **BAYER USA**, Raleigh-Durham, NC Fall 2020
> *MBA Consultant, Supply Chain Practicum*
> - Led procurement project evaluating energy usage at Bayer plants; created models to assess plant efficiency and presented recommendations for improving efficiency and realizing $5M in cost savings to senior management

You may also choose to list under the **Education** section, as part of your MBA program:

> *MBA Consulting Projects*
> - *FoodBuy & Compass Group USA (Spring 2021)* – Sustainable procurement and supplier verification process improvements resulting in 10% cost reduction
> - *Restaurant Supply Chain Solutions (Fall 2020)* – Procurement department financial performance benchmarking

Frequently Asked Questions (FAQs) – Leadership Experience

Note: This section can also be called "Community Involvement" if it is more appropriate to your experience.

What should I list in this section of my resume?
List organizations where you held an elected or selected position (*i.e.,* a position of leadership or impact). You should only list a position if you had significant impact and can speak to actions and quantify results. Bullets should still be in PAR format and highlight the results or impact your actions had on the organization.

How many bullets do I need to list under each activity?
You should be able to list at least two bullets under each organization. If you cannot create two compelling bullets for the position, then perhaps it is better to list it in a more relevant section under "Education" or "Additional Information".

I serve on a board of a nonprofit — should I list this here?
Absolutely — board service is leadership. Be sure to include some of the activities you have engaged in as a board member, and how it has impacted the community your organization serves.

Frequently Asked Questions (FAQs) – Additional Information

Which computer skills should I list?
List the skills that are relevant to your target industry / function. Separate all by commas.

How should certifications appear?
Professional certifications should be listed in this section as follows, for example:
Chartered Financial Analyst (CFA); Certified Public Accountant (CPA); Six Sigma Black Belt, American Society of Quality (ASQ); Project Management Professional (PMP), PMI; Level I candidate in the CFA Program; etc.

How do I list my language fluency?
English should never be listed on your resume — it is assumed you are fluent in English based on your U.S. MBA program. For other languages, list using the preceding adjectives Fluent, Proficient or Conversational to describe proficiency level (*e.g.,* Fluent Italian, Proficient Mandarin, Conversational French).

How specific should I be with my interests?
Interests are included to serve as "ice-breakers" and help you build a connection with a reader, so be as specific and unique as possible.   For example, "hatha yoga practitioner" is more interesting than just "yoga"; "Eastern European cuisine" is more compelling than just "cooking"; "19th century English literature" is more interesting than just "reading"; "ACC basketball" is more compelling than just "sports".

I am an international student, but I have my permanent U.S. work authorization. How can I let employers know I do not require sponsorship?
Use the Additional Section to list "Work Eligibility" and say either "U.S. Permanent Resident" or "Eligible to work in the U.S. with no restriction".

I am an international student on an F-1 Visa. How can I let employers know about our STEM OPT extension?
Use the Additional Section to list "Work Eligibility" and say "F-1 Visa with 3 years renewable STEM OPT"

Recruiters may think I am not authorized to work in the U.S. based on my name and/or my international work experience. How can I let an employer know I am a U.S. citizen?
Use the category "Work Eligibility" and put "U.S. Citizen", like this:

Work Eligibility: U.S. Citizen