



Business Resume Guidelines

Career Planning and Placement has worked closely with employer who recruit on-campus, along with business best practices for recruiting, to establish a set of standards for Mike Ilitch School of Business students. Please review these guidelines, in conjunction with our sample business resume, before developing a resume of your own. We understand that students have variable experiences that may warrant a resume that are outside of these standard guidelines. We encourage you to upload your resume to Handshake (wayne.joinhandshake.com) for a comprehensive resume review by Career Planning and Placement staff.

General Formatting:

Page Length – One full page if less than 10+ years of relevant work experience.

Reverse Chronological – Each section, detailed below, should start with the most recent entries at the top (if applicable).

Additional Parameters – Font should ideally be no smaller than 11 points. Margins should be no smaller than .5 of an inch. Formatting and alignment should be consistent throughout.

Heading:

Required Components: Name, Address (City, State is fine if uncomfortable including full address), Phone Number, Email Address

Optional Components: LinkedIn address, website, or online portfolio

Objective:

Include: Type of position, level of position, and business area

Examples: “Seeking a full-time, entry-level position in supply chain”
“To obtain an internship in marketing, with a focus on advertising”

Education:

Required Components: Name of School, Location (City, State only) Degree, Major (or Concentration if MBA), Expected Graduation Date, and GPA (if at or above a 3.0)

Example:

EDUCATION:

Wayne State University, Mike Ilitch School of Business
Bachelor of Science in Business Administration
Major: XXX GPA: 3.6

Detroit MI
Expected: May 2016

Note: We are required to have students include “Mike Ilitch School of Business” within their Education section.

Experience:

Required Components: Name of Company, Job Title, Dates of Employment (Month and Year), Location (City, State), and bullet points detailing your skills, responsibilities, and accomplishments.

Experience Bullet Points: The experience bullet points are typically the most time consuming part of developing a resume. Below are some things to keep in mind as you develop your experience bullets.

- Each bullet point should start with an action verb. See the complete list of action verbs for examples and suggestions.
- For past positions, the bullet points should be written in past tense. For your current position, those bullet points should be written in present tense.
- Approach each bullet as if the recruiter has no context about your position and the responsibilities. You want to provide enough context and detail to adequately describe your position.
- Think about the skills you developed and what you accomplished within the position. It is beneficial to quantify results whenever possible.

Examples:

- “Promoted rates of customer retention by providing high standards of customer service.”
- “Provided excellent customer service by answering questions, offering suggestions, and addressing concerns.”
- “Managed weekly product inventory accurately with the assistance of management.”
- “Engaged in professional development by completing cross-training modules/seminars focused on XYZ.”

Skills:

Include: Only technical skills and languages spoken. Soft or transferable skills like communication, organization, and time-management should be described, with context, in your experience bullet points.

Optional Sections:

Relevant Projects: Relevant projects are a great way to demonstrate your knowledge within a given area. They can also be used on a resume in the absence of work experience.

- Include: Title of Project, Name of Course, Semester Completed, and bullet points detailing what you did, learned, or accomplished within the project.
- Be sure these entries have consistent formatting with any experience entries on your resume.

Activities and/or Volunteering: Employers typically like to see involvement on-campus and in the community. This section is a great way to highlight that.

- Include: Name of the Organization, Position Title, Dates of Involvement
- You can include bullet points with each entry as well. It is typically helpful to include bullet points when you have assumed more responsibility in a leadership role.

Honors, Awards, and Academic Achievements: In this section, you can include Dean’s List awards, scholarships, or any other accolades you have received. For each entry, you will want to include the name of the award and the date it was received (Month Year).