

# How to Create Your Best Resume for your MBA Application

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As an aspiring MBA candidate, you understand that a strong resume, or curriculum vitae (CV), is key to getting into the most respected business schools in the country: to be considered for admittance, **you need a stand-out resume as part of your application.**

## Your resume is important because it shows us:

- Your qualifications for earning a graduate business degree
- How you can contribute your unique experience and skills to our program

Since we place a strong emphasis on this part of the application, we wanted to share some tips that can help you craft an MBA-focused resume geared toward success.

Once admitted, students have full access to Daniels' career services, which provide tools and resources to build a professional resume, prepare for interviews and advance your professional development.

## A reviewer of your MBA application will want to see:

- **More Than What:** Share your background and skills, but also explain **how** you navigated your professional experiences and **why** they make you an ideal MBA@Denver candidate.
- **The Highlights:** Showcase your strongest skills and accomplishments—and keep other details to a minimum or left out.
- **Keen Organization:** Ensure your resume is concise and organized into sections that make it easy to read, with succinct points about your experiences, formatted in reverse-chronological order.

## Best Practices

### Include an Objective Statement

You may want to include an objective statement at the top of your resume to summarize your accomplishments and goals. Your objective statement should demonstrate to the admission team that you have clear goals tied to earning your MBA and have the necessary skills to succeed in the program.

## Best Practices *(continued)*

### Showcase Your Strongest Skills

When putting together your MBA application resume, consider your strongest skills, your most relevant accomplishments and how a Denver MBA can give you the tools to achieve your career goals.

- For each position you have held, highlight key accomplishments either using bullet points or a short paragraph.
- Highlight any leadership experiences or positions, innovative problem-solving or instances where you collaborated with a team to achieve a specific goal.
- Remove any generic descriptions and unrelated jobs from years ago.

### Demonstrate Your Growth

- Avoid listing day to day tasks in your job descriptions. Focus on what you've achieved and quantitative results.
- Provide information on any special project you have led or were involved in.
- Detail any challenges encountered and resolved, the results you achieved, and what you learned in the process.

## Formatting

Make sure that your resume is formatted in a way that is easy to read and makes chronological sense. Remember that many reviewers are seeing many MBA application resumes all at once and likely won't have time to focus on detailed information. Create brief sections and list details using bullet points so a reviewer can easily scan the page.

Your resume should be no longer than **one to two pages**, depending on how much relevant experience you have. If it includes design elements, make sure they are of the highest quality and do not distract from the information.

## Editing and Proofreading

**Always have someone else read over your resume.** They may be able to catch any grammatical errors or typos you weren't able to see. You can also ask someone for constructive feedback on what you've chosen to highlight, how you speak about your experience, and the organization of the resume. You can ask a friend or family member to look it over, but you may also want to ask a respected colleague, professor, or mentor for their professional feedback.

## Checklist

Before submitting, make sure your MBA application resume meets the following standards:

- 1-2 pages
- name and contact information
- information organized into headers, bullets and/or short paragraphs
- objective statement
- the what, how, and why of each experience
- results of your work, quantitative if applicable
- old and irrelevant jobs omitted
- irrelevant details omitted
- edited for grammar and spelling

## Have more questions?

Your admission counselor is your dedicated resource for any questions you may have about the MBA@Denver program and the application process. You can reach out to our team any time at 855.219.6229 or [admissions@onlinemba.du.edu](mailto:admissions@onlinemba.du.edu).