

MBA

Below is an example of a [job announcement](#). Your resume should address the qualifications and requirements for the position in the Skills/Qualifications section.

Job title: Business Analyst

Job Type: Full Time

Location: Uline Shipping Supplies – Auburn, WA

As a business analyst, you will work closely with management personnel on important issues and projects. We are seeking someone expertise in supply chain logistics, transportation, fulfillment, or business analysis.

Job tasks include, but are not limited to:

- Assessing and documenting existing business procedures
- Maintaining recordkeeping databases and producing reports
- Reviewing reports and recommending productivity and efficiency improvements
- Researching and analyzing other comparable organizations/operations

Qualifications:

Required:

- Bachelor's degree in Business Administration or related field
- Proficiency in Microsoft Office and SQL experience

Desired:

- Excellent problem-solving and organizational skills
- Experience in warehouse or distribution operations
- Ability to build relationships with management and employees
- Strong written, verbal and interpersonal communication skills

Please send a resume and appropriate documents that serve as proof of successfully completing required education/experience. We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement.

Joshua Adam Johnson
~~5300 Pacific Avenue SE~~
Olympia, WA 98506

Because employers rarely send anything by regular “snail” mail, street addresses are optional (city/state is OK). I would advise that it be left off any resume posted online (except for Saints4Hire, because it is a closed system).

(360) 234-6789

Joshua.johnson@stmartin.edu

Do not label these as “Phone:” or “e-mail” – it’s obvious what they are.
Also, make sure your email address is professional and includes only your name.

Profile: this section should make it clear what position you are applying for and should include the keywords from the job ad. For example:

Master of Business Administration graduate with coursework and experience in the fields of management and product distribution. Successful in building relationship and solving a variety of problems.

Skills and Qualifications This is the MOST important section of a resume. Employers will usually take about 5 seconds to scan to see if the skills listed are what they are looking for in the job ad.

- Master of Business Administration from Saint Martin’s University
- Over four years’ experience working in the business and customer service fields
- 27 credits in business administration coursework including *Business Analytics*, *Organization Theory and Behavior*, and *Survey of Management and Marketing*
- Excellent interpersonal and communication skills developed through working with a variety of customers and employees

The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for.

Education Master of Business Administration, Saint Martin’s University, Lacey, WA
Graduation date May 2016
Dean’s list, fall of 2015 (3.87 GPA)

Bachelor of Arts in Business Administration, Saint Martin’s University,
Lacey, WA
Graduation date May 2014

Always list the most recent first. You may add other college experience to the second page – only include it here if it is relevant to the job.

Omit high school!

Experience This section may contain both PAID and UNPAID experience. On a job application form, it will probably be separate. Your resume, however, is a summary of what experience you will bring to a specific job, no matter where or how you got it.

2015-2016 Costco Wholesale – Internship

- Explored all departments and aspects of wholesale distribution and sales
- Worked with variety of employees, management, and customers

2012-2014 Olympia Soup Kitchen Volunteer

- Helped prepare and serve meals to community members in need

2010-2014 Office of Campus Life – Work Study

- Managed front desk and helped schedule and track events

Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.

Bullets under jobs/experience should be limited to no more than three. It is not necessary to list every job you ever had – this student probably worked some fast food or in-home jobs too where he developed his interpersonal and communication skills.

Leadership Dean's list, fall of 2015 (3.87)

Saint Martin's basketball team member, 2010-2014

Society of Fellows member, 2011-2014

President of Business Club, 2011-2012

Interests These are optional, and should ONLY be included if related in any way to the type of work you will be doing.

References

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

Cover Letter Format

Your Address
City, State, Zip
Phone
E-Mail

This information may be at the top or after our name at the end.

Date

Name of Contact Person
Title
Organization
Street Address
City, State, Zip

Dear (Contact Person's Name):

Opening Paragraph: The reason you are writing.

State why you are writing and name the position or type of position for which you are applying. Mention how you learned of the position and the name of any referring person. Briefly describe why you are interested in this particular position.

Body of the Letter: Show enthusiasm for what you like to do.

Briefly describe the skills and/or experiences you have that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight into who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators**.

Closing Paragraph: Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you. Thank the contact person for his or her time and consideration.

Sincerely,
(Leave four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name
(Two spaces)

Sample Cover Letter

5555 Pacific Ave SE
Lacey, WA 98503
360-555-3235
Joshua.johnson@stmartin.edu

June 27, 2016

Steve Miller, Human Resources
Uline Shipping Supplies
1005 C St NW
Auburn, WA 98001

Dear Mr. Miller,

One of my former supervisors, Ms. Williams, at Costco Wholesale in Lacey referred me to your current job opening. I am very interested in furthering my career in the business and management field, and this position would be a great place to start.

I am a recent graduate of the Saint Martin's University Masters of Business Administration program. During my time at Saint Martin's, I was involved in several extracurricular activities, clubs, and volunteer programs. My time at the Saint Martin's University involved an internship at the Costco Wholesale and courses such as Business Analytics, Organization Theory and Behavior, and Survey of Management and Marketing. My studies and other experiences have given me the opportunity to foster my teamwork, leadership, communication and interpersonal skills.

I would appreciate the opportunity to meet with you and visit Uline in person to discuss the needs and qualifications you are seeking for this position. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Joshua Johnson

Enc. Resume