

# Resume Guidelines: Management

Career & Corporate Connections | 114 Business Building | 814-863-6161 | [smealcareers@smeal.psu.edu](mailto:smealcareers@smeal.psu.edu)  
[ugstudents.smeal.psu.edu/careers](http://ugstudents.smeal.psu.edu/careers) Join us on:  [Smeal Career Connections](#)  [Smeal Careers](#)

## Build Your Resume

The main goal of a resume is to concisely describe how your experiences and education are relevant to the position for which you are applying. Proper formatting is important to ensure that a recruiter can pick out your most relevant accomplishments in the initial few seconds of scanning.

Refer to the sample resume on the back to see examples of the information provided below. Following these specific tips will help you tailor your resume to a management career:

### 1 Use an objective statement to highlight your interest area.

There are various career paths a management education can prepare you for, and your resume should be tailored to your industry interest. An objective statement should be short and to the point.

### 2 Include your GPA.

Management recruiters consider GPA an important factor when evaluating candidates. You should always include your cumulative average. If your cumulative average is below a 3.0, consider including your major GPA if it is over 3.0. You can calculate your major GPA through eLion.

### 3 Highlight relevant experience.

Recruiters are keenly interested in what you have accomplished during your internships or co-curricular projects. Be sure to describe your accomplishments instead of simply listing your job duties. Use industry-specific keywords and quantify your accomplishments where relevant. You may not have managed people in your internship, but focus on where you have managed processes, worked in teams, led projects, or strategically improved systems.

### 4 List skills such as computer software knowledge that are relevant to the position.

Be sure to explain how you have used the skills through an activity, a project, or if you completed course work focusing on a specific program. Simply stating that you are proficient in Excel could be misleading to the recruiter.

### 5 List leadership positions and/or activities.

As a potential manager, recruiters will be looking for comfort and confidence in your leadership abilities. Showcasing your accomplishments as a leader on campus or through other activities will help you stand out. Besides

leadership, two highly sought after soft skills are teamwork and communication (both written and verbal). The job description may alert you to other soft skills required. Describe your skills here in the same detail as you would in the relevant work experience section, noting your accomplishments.

## Resume Tips

When drafting your resume, be sure to always keep the following in mind:

- › Never embellish on your resume
- › Check and recheck for spelling/grammar mistakes
- › Keep your resume to one page
- › Always communicate skills in every bullet point
- › Make sure the layout of your resume is easy to scan

For more tips or to schedule a resume review, visit the resource sections of the Career & Corporate Connections website.

## Resources for Management Students

The following are helpful resources for Management majors at Smeal:

### Penn State Career Services

[studentaffairs.psu.edu/career/cic/](http://studentaffairs.psu.edu/career/cic/)

### American Management Association

[amanet.org/](http://amanet.org/)

### Society for Human Resource Management

[shrm.org](http://shrm.org)

### Careers in Management

[careers-in-business.com/management](http://careers-in-business.com/management)

Get involved in a discipline-specific student organization:

[ugstudents.smeal.psu.edu/student-organizations](http://ugstudents.smeal.psu.edu/student-organizations)

## AMBER R. MANAGER

EMAIL: abc123@psu.edu MOBILE: (607) 222-6971

SCHOOL ADDRESS:  
100 School Blvd Apt 4  
State College, PA 16803

PERMANENT ADDRESS:  
RR1 Box 1234  
Friendsville, PA 55555

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OBJECTIVE: To obtain an internship for summer 2009 in management; specific interest in training and development

### EDUCATION

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**The Pennsylvania State University**  
**Smeal College of Business**  
Bachelor of Science in Management  
Minor in Economics

**University Park, PA**  
**Date of Graduation: May 2010**  
Cumulative GPA: 3.53  
Dean's List: 3 of 5 semesters

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### WORK EXPERIENCE

#### **The Vanguard Group**

*College to Corporate Intern-Retirement & Wealth Transfer Services*

**New York, NY**

**Summer 2009**

- Analyzed work progress data to evaluate six week backlog of assignments for eight member Wealth Transfer Operations team
- Documented inefficiencies in recorded work items and collaborated with departmental areas contributing to incorrect data entry which corrected erroneous items
- Presented suggested improvements for the work item process, improving inefficiencies by 100%
- Developed Six Sigma quality management tools including a Process Map and SIPOC to communicate responsibilities of Wealth Transfer Operations team
- Conducted a time study on several Wealth Transfer Operations associates to determine average processing times, shrinkage, and future staffing needs
- Volunteered to help operate a collection station for the "All Cans on Deck" corporate food drive

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#### **Sam's Club**

*Manager in Training Intern*

**Friendsville, PA**

**Summer 2008**

- Received an "Exceptional Performer" rating on performance evaluation at close of internship
- Conducted the orientation of 12 newly hired associates
- Surveyed associates on management performance and recommended leadership improvements to enhance store moral and culture
- Completed daily inventory and receiving audits
- Reconciled daily cash flows
- Volunteered to administer bake sale to benefit the Children's Miracle Network raising over \$375

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### LEADERSHIP EXPERIENCE

#### **Professional Management Association**

*President*

**University Park, PA**

**Fall 2007 – Present**

- Preside over six executive board members and an organization of over 100 students
- Lead weekly club and executive board meetings
- Improve relations between corporate recruiters, Smeal staff and professors, and club
- Evaluate group goals and objectives and implement new initiatives for student development and networking

#### *Corporate Relations Chair*

- Led committee of 30 in the organization and planning of corporate networking events
- Organized and planned the first annual Management Networking Expo, designed to increase opportunities for management majors, resulting in 10 corporate and 60 student attendees

#### *Corporate Relations Committee*

- Assisted in the organization of the PMA challenge: An event to bring together both students and recruiters through several team-building exercises

#### **Women in Business**

*Awarded as a top five most active member in fall and spring semesters of 2007–2008*

**University Park, PA**

**Fall 2007 – Present**

#### *Community Service and Social Committee*

- Provide insight and planning in a group setting for organization's events THON Committee
- Assist organization in raising more than \$51,000 of funds, and nominated from pool of over 30 members to represent Women in Business as THON 2008 Dancer

#### **United Way**

*Community Team Member*

**Friendsville, PA**

**Spring 2007 – Present**

- Work in a group setting to plan and organize community fundraising and social events for organization of over 300 members

### HONORS

**Wiesner C Trustee Scholarship**

**2007 – Present**

**Ps Club Greater Binghamton NY Scholarship**

**2007 – 2008**

## Skills and Industry Specific Language

The following are various interest areas in the field of management and associated keywords that you should incorporate into your resume:

➤ **Consulting:** problem solve, data analysis, validate, implement, innovative, strategic, client, communicate, persuade, organize, delegate, task force, coordinate, utilize, insight, concepts, project management, maintain, expectations, creative, initiative, dedicated, teamwork, industry, present, resource allocation, examine, restructure, self-motivated, discipline, advise, recommend, report

➤ **Human Resources:** customer service, present, sell, innovate, initiative, plan, staffing, analyze, teamwork, compliance, EEO/FCC, employee, organize, recruit, track, evaluate, delegate, coach, lead, support, hire, train, select, retention, policy, procedures, enhance, orientation, benefits, compensation, data management, relations,

employment laws, communicate, facilitate, negotiate, problem solve, prioritize, advocate, organization, culture, human capital, labor relations, talent, onboarding, performance, strategy, diversity, develop, motivate, performance appraisal

➤ **Sales:** motivate, target market, communicate, initiative, customer service, relational, process/generate leads, client, exceed, incentive, teamwork

➤ **Retail & Service Industry:** coach, supervise, customer service, train, develop, evaluate, monitor, support, motivate, inventory management, order process, loss prevention, collaborate, hire, select, retention, budget, review, manage, control, prioritize