

# Management Resumes

*for undergraduate students*



**SAINT LOUIS UNIVERSITY**



**CAREER RESOURCES CENTER**



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## Creating an Effective Resume

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A resume is a written summary that highlights your education, experience, skills, and other relevant information. The primary purpose of the resume is to get you an interview. Employers often scan resumes very quickly (less than 1 minute). Therefore, it is important that your resume looks professional and dynamic.

### **Your Name**

Cell Phone | E-Mail Address

### **Objective**

An objective can include job title, industry, and competencies or skills you would like to use in your position.

### **Education**

**Saint Louis University – John Cook School of Business**, St. Louis, MO

Bachelor of Science in Management, Graduation Month and Year

Certificates, Minors, if applicable

Include GPA if it is over 3.0/4.0

### **Relevant Experience**

**Internship Title**, Dates when you worked

Name of Company, City, State

- Use phrases, starting each phrase with an action verb to grab reader's attention.
- Explain job duties including skills used and accomplishments.
- Start each bullet with an action verb

### **Employment History**

**Job Title**, Dates when you worked

Company Name, City, State

- Describe job duties including skills used and accomplishments.
- List all experience in reverse chronological order, starting with most recent.
- Start each bullet with an action verb

### **Additional Headings**

- On-campus Activities
- Leadership Experience
- Study Abroad
- Relevant Coursework
- Language Skills
- Honors / Awards
- Community Service / Volunteer Experience
- Computer Skills

### **General Tips**

- Be honest throughout your resume—never lie.
- Do not use a resume template or table to create your resume.
- Use 11 or 12-point size for text
- Limit your resume to one page
- Use indentations, capital letters, bolding, and bullets to effectively enhance important information
- Tailor resumes to specific positions or employers
- Never include references or the statement "References Available Upon Request"
- Never include personal information such as age, hobbies, interests, marital status
- Proofread! Let several people critique your resume

## Action Verb List

Leadership Skills	Communication Skills	Technical Skills	Admin Skills	Creative Skills	Financial Skills	Service Skills
Administered	Addressed	Analyzed	Approved	Acted	Accounted	Collaborated
Analyzed	Advised	Adjusted	Arranged	Composed	Administered	Contracted
Anticipated	Arbitrated	Aligned	Catalogued	Conceived	Allocated	Coordinated
Assessed	Arranged	Calculated	Classified	Conceptualized	Analyzed	Counseled
Assigned	Assembled	Catalogued	Collected	Created	Appraised	Corrected
Attained	Authored	Compiled	Compiled	Designed	Audited	Demonstrated
Chaired	Bargained	Computed	Corresponded	Developed	Balanced	Encouraged
Contracted	Clarified	Critiqued	Dispatched	Directed	Budgeted	Evaluated
Consolidated	Collaborated	Created	Executed	Established	Calculated	Facilitated
Coordinated	Connected	Detailed	Generated	Fashioned	Comparing	Guided
Conducted	Contributed	Drafted	Implemented	Founded	Compiling	Integrated
Delegated	Coordinated	Designed	Inspected	Illustrated	Computed	Led
Developed	Corresponded	Devised	Monitored	Integrated	Correlated	Listened
Directed	Defined	Diagnosed	Operated	Introduced	Equated	Purchased
Empowered	Developed	Engineered	Organized	Invented	Examined	Repaired
Enabled	Directed	Evaluated	Prepared	Originated	Forecasted	<b>Public Relations</b>
Executed	Drafted	Examined	Processed	Performed	Formulated	
Hired	Edited	Extracted	Purchased	Planned	Leveraged	Collaborated
Improved	Explained	Formulated	Recorded	Revitalized	Managed	Communicated
Increased	Influenced	Financed	Retrieved	Shaped	Maximized	Conducted
Initiated	Integrated	Identified	Specified	Translated	Planned	Consulted
Measured	Interviewed	Maintained	Validated	Projected	Processed	Convinced
Modeled	Lectured	Measured	Recorded	Recognized	<b>Selling Skills</b>	Created
Negotiated	Listened	Operated	Reduced	Reconciled		Demonstrated
Overhauled	Mediated	Organized	Reported		Advised	Endorsed
Oversaw	Moderated	Programmed	Verified		Asked	Entertained
Planned	Motivated	Refined	Collaborated		Calculated	Hosted
Prioritized	Negotiated	Repaired	Collated		Closed	Informed
Produced	Organized	Reviewed	Computed		Communicated	Interviewed
Recommended	Persuaded	Restructured	Developed		Compared	Performed
Regulated	Promoted	Revised	Evaluated		Contacted	Planned
Reinforced	Publicized	Solved	Examined		Contracted	Promoted
Restructured	Presented	Summarized	Followed		Convinced	Recruited
Reviewed	Proposed		Improved		Differentiated	Represented
Scheduled	Read		Recommended		Influenced	Researched
Strengthened	Reconciled		Sorted		Informed	Taught
Supervised	Translated		Systemized		Inspected	
Verified	Updated		Wrote		Planned	

# Firstname Lastname

Email Address

Cell Phone

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## OBJECTIVE

To obtain an internship utilizing a background in entrepreneurship while expanding and enhancing skills through a hands-on learning experience.

## EDUCATION

**Saint Louis University – John Cook School of Business**, Saint Louis, MO

Bachelor of Science in Entrepreneurship, May 2018

Minor in Service Leadership (200 service hours, 12 leadership workshops, 15 credit hours)

Business GPA: 3.25/4.00

## WORK EXPERIENCE

**Manager**, 2016 – Present

Simply Elegant, Chesterfield, MO

- Motivated and led employees to successfully improve store sales performance 10% over a three-month period
- Recognized by upper-level management for superior performance
- Supervised and prepared schedules for up to 7 employees
- Recorded inventory, ordered merchandise, and balanced end-of-day paperwork

**Sales Associate**, 2014 – 2016 (seasonal)

Garrett Popcorn Shop, Chicago, IL

- Waited on customers, operated cash registers, kept inventory, and maintained good customer relations
- Acquired knowledge of merchandise in condensed timeframe and learned essential skills necessary to effectively serve over 100 customers on weekly basis

**Maintenance Assistant**, 2014 – 2015

Rest Haven Nursing Home, Chicago, IL

- Successfully delegated tasks to grounds crew of 8
- Handled all inventory and scheduling-related decisions in absence of full-time manager

## HONORS AND ACTIVITIES

Campus Kitchen, 2014 – Present

SLU Entrepreneurs Club, 2015 – Present

- Vice President of Membership, 2016 – Present

American Marketing Association, 2014 – 2015

Ignatian Scholarship (Merit-based)

# Firstname Lastname

Cell Phone | E-Mail

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## SUMMARY

- Quick learner with a combination of broad varied experience and quality education
- Flexible and efficient worker and able to quickly adapt to situations in a fast-paced environment
- Strong academic performance through undergraduate level
- Proven team spirit in working with peers and colleagues

## EDUCATION

**Saint Louis University – John Cook School of Business** St. Louis, MO  
Bachelor of Science in Leadership and Human Resources Management May 2018  
Minor in Finance  
GPA: 3.41 / 4.00

## PROFESSIONAL EXPERIENCE

**Wells Fargo - Corporate Properties Group** St. Louis, MO  
Intern Summer 2017

- Coordinated relationships with vendors to help standardize procedures across the properties group
- Processed and filed incoming monthly invoices
- Developed and implemented policies and procedures for maintenance techs
- Managed and maintained files for the ATM lighting project to comply with federal guidelines

## ADDITIONAL WORK HISTORY

**California Pizza Kitchen, St. Louis, MO** 2015-Present  
*Assistant Manager* 2016-Present

- Motivated a team of five employees
- Ordered new inventory and prepared close of store for next business day
- Prepared deposit and counted drawer averaging \$800 for next business day

*Server* 2015-2016

- Utilized excellent customer service to take orders and serve food and beverages to customers

## ACTIVITIES / VOLUNTEER EXPERIENCE

**Kappa Delta Sorority** 2014-Present

- Recruitment Chair, 2014-Present
- Assistant Recruitment Chair, 2013-2014

**Girl Scouts of America** 2014-Present  
**Campus Kitchen** 2014-Present  
**Oriflamme (Freshmen Orientation Leader)** 2015-Present  
**Make A Difference Day** 2014, 2015, 2016  
**John Cook School of Business Service Day** 2015, 2016