



**MBA@Dayton Application Resume:**  
Credit Waivers Based on Professional Experience

MBA@Dayton foundation courses provide an understanding of the core concepts covered in each of the fields listed below. If you believe you already have the basic skills needed to succeed in advanced courses in any of these topical areas, use the template on the following page to demonstrate evidence from your professional career.

- Accounting
- Finance
- Microeconomics
- Marketing
- Operations
- Organizational leadership
- Information Technology in decision making
- Statistics

**Instructions**

1. List your work experience in chronological order (starting with the most recent).
2. Include all titles and dates of positions held.
3. Summarize your job responsibilities as they relate to the MBA program and foundation courses. This should be more detailed than a traditional business resume and include basic job duties as well as highlights.

**Additional Details**

Where relevant and not otherwise mentioned, you are also encouraged to discuss the following things in the space provided below.

- Explanation of career progression (titles, salary, etc.)
- Explanation of career gaps
- Explanation of company/team structure (direct reports, company size, etc.)



**Resume Template for Foundation Course Waivers**

[First Name] [Last Name]  
[Current Address]  
[Current City] [Current State] [Current Zip Code]

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**I believe that I have the basic skills needed to succeed in advanced courses in the following topical areas (mark with X).**

- [ ] Accounting
- [ ] Microeconomics
- [ ] Finance
- [ ] Information Technology
- [ ] Marketing
- [ ] Operations / Supply Chain Management
- [ ] Organizational Leadership / HR
- [ ] Statistics

**Please use the format below to provide information relevant to work experience-related course waivers.**

[Company/Organization Name]

[Position #1] -- [Date Ranges]

[Optional career progression and company/team info]

- [Bullet Points summarizing work experience relevant to course content]
- [Bullet Points summarizing work experience relevant to course content]
- [Bullet Points summarizing work experience relevant to course content]

[Position #2] -- [Date Ranges]

[Optional career progression and company/team info]

- [Bullet Points summarizing work experience relevant to course content]
- [Bullet Points summarizing work experience relevant to course content]
- [Bullet Points summarizing work experience relevant to course content]

SAMPLE

**State Bank of Ohio**

*Financial Analyst II -- May 2012 to present*

*Salary 70k, Company size - 100 employees*

- *Evaluated project risk and ROI and made action recommendations to operations management*
- *Forecasted revenue and costs associated with project*
- *Managed and analyzed all financial statements for projects including income statements, statement of cash flows, and accounting notes*
- *[Bullet Points summarizing work experience relevant to course content]*
- *[Bullet Points summarizing work experience relevant to course content]*

*Financial Analyst I -- May 2009 to April 2012*

*Salary 50k, Company size - 100 employees, team size - 5*

- *Identified financial status of project by comparing and analyzing actual results with plans and forecasts*
- *Improved project's financial status by analyzing results, monitoring variances, and identifying trends to make recommendations to management.*