

FOSTER MICROSOFT EXCEL CREDENTIAL



Excel is an extremely valuable skill set. Understanding how to use it properly makes your time in the workplace more efficient and productive.

- Benjamin Peven | Senior Business Analyst-Accenture | Foster Class of 2013



Only about a week into my first job (an International Marketing and Product Development role), I had to do a lot of research and self-teaching on Excel to be able to perform some of my every day duties. Mastering things like the VLOOKUP function and creating/manipulating PivotTables are skills that would take anyone from the fumbling intern to a valuable asset on any team.

- Grace Jung | Marketing Coordinator-L'Oreal | Foster Class of 2013



WHERE DOES IT GO ON YOUR RESUME?

2 examples of how to highlight the credential under the education section:

EDUCATION

UNIVERSITY OF WASHINGTON, MICHAEL G. FOSTER SCHOOL OF BUSINESS

Bachelor of Arts in Business Administration: Finance & Marketing

Seattle, WA

Expected June 2016

FOSTER MICROSOFT EXCEL CREDENTIAL

Completed Nov 2014

- Completed online course to develop Microsoft Excel skills applicable for building spreadsheets for business
- Enhanced Excel skills in areas such as: PivotTables and advanced chart types for functional use in spreadsheet manipulation

OR

FOSTER MICROSOFT EXCEL CREDENTIAL

Completed Nov 2014

- Completed a 5-module online course, confirming Microsoft Excel skills on a variety of topics including: PivotTables, advanced chart types and mathematical functions
- Passed online course with a cumulative score of 89%

1 example of how to highlight the credential under the additional skills section:

ADDITIONAL SKILLS

Foster Microsoft Excel Credential (93% Cumulative Score | Completed Nov 2014)

- PivotTables, advanced chart types and mathematical functions

Additional Computer Skills: Access, Publisher and Prezi

Language: Conversational Japanese



Whether you want to be an accountant, analyst, consultant, product manager, or even a recruiter, Excel is an essential tool for nearly all business positions post-undergrad. Excel is an extraordinary tool and being an expert will help you discover insights quicker, become an asset on your team, and even distinguish you from a sea of entry level employees.

- Daniel Park | Financial Analyst Intern-Amazon | Foster Class of 2016



Excel is an extremely powerful tool, particularly in the business world, and one we encourage all students to learn. For almost any internship or job, students will be asked to use Excel in some capacity to complete tasks. Not only are we impressed when students understand how to use the program, but it allows them to take on more advanced work at an earlier stage.

- EY Recruiting Team



foster.washington.edu/undergradcareers

Phone: 206.221.6858 Email: bzcareer@uw.edu



Undergraduate Career Services
EY Center for Undergraduate Career Advancement