

**Management Careers**

**Industry Growth**

The United States Bureau of Labor Statistics projects little or no change (-2% to 2%) in growth in general management and executive management jobs and much faster than average (21% or higher) growth in management analyst jobs from 2006-2016.

*Source: O\*NET Online*

**Sample Job Titles**

General Manager	Director
Manager	Associate Director
District Manager	Assistant Director
Store/Branch Manager	Division Director
Sales Manager	Management Consultant
Senior Manager	Managing Partner
Business Unit Leader	Principal
Business Manager	Vice President
Business Analyst	Chief Administrative Officer
Administrative Analyst	President
Management Analyst	Chief Executive Officer (CEO)
Administrative Services Manager	

*Source: Best KeyWords for Resumes, Cover Letters, and Interviews; O\*NET Online*

**Sample Work Environments/Employers**

Corporations- Public & Private	Non-Profit Organizations	Government Agencies
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**Salary Ranges**

	<b>National Low</b>	<b>National High</b>	<b>SF Low</b>	<b>SF High</b>
Store/Branch Manager (Retail)	\$21,400	\$59,700	\$26,200	\$64,500
Management Analyst	\$39,800	\$128,300	\$50,900	\$145,600+
Administrative Services Manager	\$35,000	\$117,600	\$48,500	\$145,600+
General Manager	\$42,200	\$145,600+	\$53,000	\$145,600+
Sales Manager	\$45,100	\$145,600+	\$53,000	\$145,600+
Executives (CEO, VP, President)	\$62,000	\$145,600+	\$102,600	\$145,600+

*Source: America's Career InfoNet*

## Resume Keywords

Benchmarking	Efficiency Improvement	Proactive Leadership
Business Development	Entrepreneurial Leadership	Productivity Improvement
Business Reengineering	Executive Management	Profit & Loss Management
Capital Projects	Financial Management	Profit Growth
Consensus/Team Building	Financial Restructuring	Project Management
Continuous Process Improvement	High Growth Organization	Quality Improvement
Corporate Administrations	Infrastructure	Relationship Management
Corporate Communications	Leadership Development	Reorganization
Corporate Mission	Long-Range Planning	Revenue Growth
Corporate Vision	Management Development	Strategic Development
Cost Reduction	Margin Improvement	Strategic Planning
Crisis Management	Matrix Management	Team Leadership
Cross- Functional Team Leadership	Participative Management	Total Quality Management
Customer Retention	Performance Improvement	Transition Management
Decision-Making	Policy Development	Turnaround Management

Source: *Best KeyWords for Resumes, Cover Letters, and Interviews*

## Key Skills and Characteristics

Active Listening	Verbal/Written Communication	Interpersonal Skills
Time Management	Problem-Solving	Persuasion
Decision-Making	Conflict Negotiation	Critical Thinking

Source: *O\*NET Online*

## Additional Resources

*GGUCareers.com:*

- Vault Career Profile: Management Consultant
- Vault Industry Profile: Management Consulting

*GGU Career & Internship Services Library:*

- [Best KeyWords for Resumes, Cover Letters, and Interviews](#), Wendy Enelow

*On the Web:*

- O\*NET Online <http://online.onetcenter.org/>
- America's Career IntoNet [www.careerinfo.net](http://www.careerinfo.net)
- American Management Association [www.amanet.org](http://www.amanet.org)
- National Management Association [www.nma1.org](http://www.nma1.org)