**FirstName LastName**

🡨*Optional: include LinkedIn profile link*

*Use professional or utexas email address*

*Remove hyperlink to email address* 🡪

*Use 14-18 pt., bold font to delineate name* 🡪

*All margins should be a minimum of 1/2 inch*

*Keep resume to 1 pg. & font size between 10-12 pt.*

*Utilize an easy-to-read font such as Arial, Calibri, or Times New Roman*

FirstName.LastName@utexas.edu • LinkedIn.com/in/FirstLast

Local Street Address, Apt. ### • City, State Zip • (###) ###-####

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **The University of Texas at Austin** | Bachelor of Business Administration, Major *Anticipated graduation date* **↑****↑** *Major must be officially declared* |  May XXXX |
| *Highlight an additional area of study* *[Optional]* 🡪  *or an academic certificate* | Minor: Area of studyAdditional Coursework in [Area of study], XX hours**↑** *Completed hours w/ grades posted* |  |
|  | Overall GPA: X.XX **↑***Do not round up GPA; truncate after two decimal places* |  |
| **[List International University]****↑** *Study abroad [Optional]* | [List Study Abroad Program in City, Country] *Denote work experience by months or semesters & year; be consistent within each section* **↓** | Semester XXXX |

**EXPERIENCE**

**Current Employer** - *Position Title;* City, State  Month XXXX - Present

*Company descriptor here in italics to describe unfamiliar companies—Keep to 1 line [Optional]*

* [Resume bullet = Strong **ACTION VERB** **+** Description of **ACTIVITY** or **SKILL** **+** End **RESULT /ACCOMPLISHMENT** and/or **PURPOSE**]
* [Use a variety of strong action verbs at the beginning of bullets and avoid repetition (e.g., Led, Supervised, etc.)—do not begin a

 bullet with a weak or missing verb (e.g., Responsible for… Assisted with… Worked on… Helped…)]

* [Include specific actions and measurable results—specify how many people you managed, amount of money saved, earned or

***CONTENT TIPS***

**T**

**I**

**PS**

 managed, percent of sales gained, or savings gained by process improvements]

* [Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry]
* [Resume bullets are not sentences—remove pronouns (I, me, my, we, us, our) and limit articles (a, an, the) and helping verbs (had, have may, might, forms of “to be”: am, is, are, was, were) when writing resume bullets; these words are assumed by reader]
* [List experience in reverse chronological order; use present tense for current positions and past tense for previous experiences]

**Previous Employer** - *Position Title;* City, State Month XXXX - Month XXXX

**↑** *Ensure that dashes & hyphens are a consistent size throughout resume*

* [Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text—edit carefully]
* [Try to use at least two bullets for each work experience; do not use periods at the end of each bullet]

***FORMATTING TIPS***

**T**

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**PS**

* [Use a consistent font throughout header, section headings, and content sections]
* [Write numbers from zero through ten as words and write numbers above ten as numerals; money is denoted: $1K, $1M, $1B]
* [Avoid resume bullets with a “hanging word”—single words on their own lines]
* [There is a full space between different sections, schools, and employers—be sure spacing is consistent]

*If no client, list detailed description, e.g., Shopping App Development*

 *Only include this section if you have made a significant contribution or gained transferrable skills*🡨 *from an academic project (preferably in upper-division coursework) [Optional]*

**ACADEMIC PROJECTS**

**Course Number & Type of Project (e.g., Web Design, Research, etc.)** - *Client: Name of Client*Semester XXXX

* [Start with a verb, describe contributions you made to the project—include specific actions and measurable results]

*Typically, leadership experience will be denoted by semester & year* **↓**

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**Organization** -*Position*  Semester XXXX - Present

* [Showcase transferable skills/strengths from your extracurricular activities that are most relevant to desired position or industry]
* [If you list an activity on your resume be prepared to discuss it in a meaningful way in an interview]
* [List leadership involvement in order of importance or reverse chronological order—if you were president of a student

 organization, feel free to list that first, even if it’s not a business organization]

**HONORS**

* [Showcase honor or achievement by title] Semester XXXX
* [If possible, note semester awards (e.g., University Honors - number of times recognized)] Semester XXXX

🡨 *Do not include personal information such as birth date, marital status, or religious affiliation*

**ADDITIONAL INFORMATION**

**Computer Skills:** Python, SPSS, InDesign, MS Excel, Word, PowerPoint, Canva

*Only include* ***certifications*** *that are relevant to the*

*position/industry you are pursuing;*

*include name of certificate/licensure & year received.*

*Place* ***academic certificates*** *in the education section of the resume.*

**Certifications:** Microsoft Office Specialist Certification (2015), Bloomberg (in progress)

**Languages:** [Fluent, Working Knowledge, Conversational, or Basic Knowledge] in [languages other than English]

**Interests:** Classic Cars, Ultimate Frisbee, Fantasy Football, Bass Guitar, Data Analytics

**↑** *Unique interests and/or transferable skills showcased should be interesting enough to be a “conversation starter” [Optional]*

**Work Eligibility:** Eligible to work in the U.S. with no restrictions

**↑** *U.S. citizens and U.S. permanent residents use this verbiage*

 Eligible to work in the U.S.; will require visa sponsorship for full-time employment

**↑** *Non-U.S. citizens on F-1 visa use this verbiage*