**BEVO LONGHORN**

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EDUCATION

**The University of Texas at Austin**, Austin, TX *(Anticipated graduation date)* Month Year

*Bachelor of Science, Major*

* GPA *(>= 3.0 – only carry out to 2 decimal places i.e., 3.25 or 3.51)*
* Certificate or Minor in \_\_\_\_\_
* Relevant Coursework: *(Optional, only list a couple of the most relevant courses taken)*

EXPERIENCE

*(List in reverse chronological order – most recent experience first, oldest experience last)*

**MOST RECENT EMPLOYER**, City, State *(Abbreviated)* Month Year - Present

*Position Title*

* Text (*Lead with* ***STRONG*** [*action verb*](https://cns.utexas.edu/images/CNS/Career_Design_Center/PDFs/ACTION_VERBS_EXAMPLES.pdf)*, describe task/duty, your actions and the result)*
* Text

**EMPLOYER,** City, State Month Year - Month Year

*Position Title*

* Text
* Text

PROJECTS

*(Optional section – move this section above the experience section if your projects are more relevant to the job)*

* **PROJECT NAME:** Text *(Description of academic or personal project relevant to industry of interest, follow the same bullet point formula from experience)*
* **PROJECT NAME:** Text

LEADERSHIP & COMMUNITY INVOLVEMENT

**ORGANIZATION,** City, State Month Year - Month Year

*Position Title*

* Text *(Volunteer positions, student organizations, campus engagement - follow the same bullet point formula from experience)*
* Text

**ORGANIZATION,** City, State Month Year - Month Year

*Position Title*

* Text
* Text

SKILLS

**Technical /Computer Skills:** *(Level of proficiency / level of exposure; Example: Intermediate Excel, Basic SQL)*

**Languages:** *(Basic, Intermediate, Advanced, Fluent)*

**Certifications:** *(Optional)*

HONORS AND AWARDS

*(Optional section, if you only have 1-2 honors/awards, consider merging this section with education section)*

* **Honor/Award** *(Include only what is necessary, such as the honor/award name - no need for details)*
* **Honor/Award**