**­FirstName LastName**

*Resume should be no more than one page long*

*Margins should be consistent and 0.5in minimum*

*Use a font size between 10-12 pt.*

*Utilize an easy-to-read font such as Arial, Calibri, or Garamond*

*Use 14-16 pt., bold font to delineate name*

FirstName.LastName@utexas.edu  (###) ###-####  LinkedIn.com/in/FirstLast  Github.com/username

**↑** *[Optional] Include LinkedIn profile link, and/or professional website portfolio link*

**EDUCATION**

**↑** *[Optional] Study abroad experience*

|  |  |  |
| --- | --- | --- |
| **The University of Texas at Austin**  *Use professional or utexas email address and remove the hyperlink* | Bachelor of Business Administration, Major  **↑***Major must be officially declared*  *Anticipated graduation date* **↑** | May XXXX |
|  | Minor: Area of study  *Including a city/state is optional but may be advantageous when recruiting outside of Texas*  Additional Coursework in [Area of study], XX hours |  |
| *[Optional] Highlight an additional area of study, specific/relevant courses, or an academic*  *certificate*  | Overall GPA: X.XX  *Do not round up GPA; truncate after two decimal places*  *Completed hours w/ grades posted* |  |
| **[List International University]** | [List Study Abroad Program in City, Country]  *Denote work experience by Month/Year or Semester/Year; be consistent within each section* **↓** | Semester XXXX |

**EXPERIENCE**

*Only include current or past positions, not future positions*

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

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

* [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/missing verb (e.g., Responsible for… Assisted with… Worked on… Helped…). Refer to Action Verbs on pages 4-5]

* [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]

* [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; reader assumes these words]
* [Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry]
* [List experiences 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

* [Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text—edit carefully]

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

* [Try to use at least two bullets for each work experience; do not use periods at the end of each bullet]

***FORMATTING TIPS***

**T**

**I**

**PS**

* [Avoid resume bullets with a “hanging word”—single words on their own lines]
* [Use consistent spacing and a consistent font throughout header, section headings, and content sections]
* [There is a full space between different sections, schools, and employers—be sure spacing is consistent]
* [Write numbers zero through nine as words, and write 10 and above as numerals. Money is denoted: $1K, $1M (or $1MM), $1B.

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

*[Optional] Include this section if you have made a significant contribution or gained transferrable skills from a personal or academic project (preferably in upper-division coursework; esp. relevant for technical projects)*

**PROJECTS** \_\_\_\_\_\_\_\_\_\_\_

**Course Number & Type of Project (e.g., Web Design, Research.)** - *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

* [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]

* [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]

**HONORS**

* [Showcase honor or achievement by title and description of achievement if desired] 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:** List specific software you are proficient in, especially highlighting those that are relevant to the role

*Place* ***academic certificates*** *in the education section*

**Certifications:** Include name and year of certifications/licenses that are relevant to the position/industry

**Languages:** [Basic Knowledge, Intermediate, Advanced, Native or Fluent] in [languages other than English]

**Interests:** Unique interests and/or transferable skills showcased should be interesting enough to be a “conversation starter”

**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*

*Non-U.S. citizens in a visa status other than F-1, see a Career Coach to determine verbiage*

**Cameron (Cam) Longhorn**

Cam.Longhorn@utexas.edu  (512) 555-9999  LinkedIn.com/in/CamLonghorn

**EDUCATION**

**The University of Texas at Austin** Bachelor of Business Administration, Supply Chain Management May 2023

Minor: Finance

Certificate: Digital Arts & Media

Overall GPA: 3.55

**Universidad de Deusto**  Spanish Language and Culture Program in Bilbao, Spain Fall 2020

**EXPERIENCE**

**IBM** -*Operations Intern;* Austin, TX June 2022 - Present

* Update six productivity reports regarding orders, shipments, revenues, and margins on a daily basis
* Reduce shipment downtime by 25%, allowing orders to increase by 30% for Southwest region
* Forecast inventory of computer hardware and process 50 client payments daily to ensure adequate supply

**Cam’s Creations** -*Founder;* Remote June 2019 - December 2021

* Established eCommerce presence on Etsy by creating, marketing, and selling digital artwork
* Created business plan based on competitor research to ensure viable pricing structure for custom orders

**Paramount, Inc.** - *Accounting Intern*; Los Angeles, CA  May 2021 - August 2021

* Tracked quarterly operating budget of approximately $50K for costume department
* Prepared 25 detailed financial reports monthly in Excel for upper management to assess progress on goals

**Frida’s Tex-Mex Kitchen** - *Server*; Austin, TX July 2020 - December 2020, September 2021 - May 2022

* Managed up to six tables while maintaining professional demeanor as part of dynamic services team
* Exhibited thorough knowledge of food and beverage menu and upsold to 75% of customers on a daily basis

**PROJECTS** \_\_\_\_\_\_\_

**OM 366P Operations Management Practicum** -*Client: Texas Instruments*Fall 2021

* Analyzed and validated reverse logistics processes with practicum team to ensure visibility of return inventory and costs
* Recommended changes to plant layout to improve efficiency of return process and cross-functional communication
* Identified potential cost savings of $12K annually through new recycling program

**LEADERSHIP EXPERIENCE AND ACTIVITIES** \_\_\_\_\_\_\_

**Supply Chain Management Student Organization (SCMSO)** - *Vice President (Spring 2021 - Present)*  Fall 2019 - Present

* Direct corporate outreach and programming for weekly member meetings, social events, and community events
* Coordinated four recruitment events in two weeks, resulting in induction of 20 new members
* Increased membership by 20% through expanded print and Facebook social media marketing campaign

**Undergraduate Business Council** - *Orientation Committee Member* Fall 2021 - Spring 2022

* Planned and facilitated virtual team-building activities for 850 incoming freshmen to encourage acclimation to McCombs
* Created 40 marketing and orientation materials using Photoshop and InDesign to promote organization to new students

**University Yoga Club** - *Active Member* Spring 2020 - Present

**HONORS**

* Presidential Achievement Scholarship Fall 2019 - Present
* University Honors (4 semesters) Fall 2020 - Spring 2022

**ADDITIONAL INFORMATION**

**Computer Skills:** Python, SPSS, Adobe Photoshop, InDesign, MS Excel (Pivot tables, VLOOKUP), Word, PowerPoint, Canva

**Certifications:** Microsoft Office Specialist Certification (2020), Bloomberg (in progress)

**Languages:** Fluent in Spanish**,** Basic Knowledge in Urdu

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

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

**FirstName LastName**

FirstName.LastName@utexas.edu  (###) ###-####  LinkedIn.com/in/FirstLast  Github.com/username

**EDUCATION**

**The University of Texas at Austin** Bachelor of Business Administration, Major May XXXX

Minor: Area of study

Additional Coursework in [Area of study], XX hours

Overall GPA: X.XX

**[List International University]** [List Study Abroad Program in City, Country] Semester XXXX

**EXPERIENCE**

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

* Text ([Resume bullet = Strong **ACTION VERB** **+** Description of **ACTIVITY** or **SKILL** **+** End **RESULT /ACCOMPLISHMENT** and/or

**PURPOSE**]

* Text - There is not a minimum/maximum # of bullets although we do suggest at least two bullets for each work experience
* Text

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

* Text
* Text
* Text

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

* Text
* Text

**PROJECTS**

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

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

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

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

* Text [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]

* Text
* Text
* **Organization** -*Position*  Semester XXXX - Semester XXXX
* Text
* Text
* Text

**HONORS**

* Text Semester XXXX
* Text Semester XXXX
* Text

**ADDITIONAL INFORMATION**

**Computer Skills:** List specific software you are proficient in, especially highlighting those that are relevant to the role

**Certifications:** Include name and year of certifications/licenses that are relevant to the position/industry

**Languages:** [Basic Knowledge, Intermediate, Advanced, Native or Fluent] in [languages other than English]

**Interests:** Unique interests and/or transferable skills showcased should be interesting enough to be a “conversation starter”

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

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

**COMMON QUESTIONS AND VARIATIONS**

**EDUCATION SECTION VARIATIONS**

|  |  |
| --- | --- |
| **Double major**  **(BBA and non-business major)** | Bachelor of Business Administration, Marketing  Bachelor of Arts, Chinese Culture and History  Minor: Sociology  Overall GPA: 3.55 |
| **Major that includes a track** | Bachelor of Business Administration, Finance  Track: Corporate Finance & Investment Banking  Minor: Spanish  Overall GPA: 3.55 |
| **Major and academic certificate** | Bachelor of Business Administration, Management Information Systems  Certificate: The Elements of Computing  Overall GPA: 3.55 |
| **Major and ACT/SAT score** (if relevant for industry applications (e.g. investment banking or consulting)) | Bachelor of Business Administration, Unspecified Overall GPA: 3.55 | ACT: Math 35 English 30 |

*You may want to highlight unique coursework that demonstrates a specific skill or interest relevant to your career goals but is not apparent through a particular track, minor, or certificate program. If so, list these courses in the Education section as shown below:*

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **The University of Texas at Austin** | Bachelor of Business Administration, Supply Chain Management | May 2024 |
|  | Overall GPA: 3.55 |  |

**Relevant Coursework:** Marketing Information and Analysis, Data Analysis for Marketing, Marketing Analytics II, Data Mining for Business Intel, Consumer Behavior in a Digital World

**MULTIPLE ROLES FOR ONE EXPERIENCE**

*If you’ve held multiple positions in the same organization, there are two ways you might represent that. The first example below is of someone who was first a general member and later elected to a leadership position. The second example is someone who has held multiple leadership positions within an organization. You may choose which format best highlights your contributions.*

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**University Finance Association -** *Vice President (Spring 2022 - Present)* Fall 2020 - Present

* Manage corporate outreach and programming for weekly member meetings, social events, and community events
* Increase membership by 20% through aggressive print and social media marketing campaign

**University Finance Association** Fall 2020 - Present

*Vice President (Spring 2022 - Present)*

* Manage corporate outreach and programming for weekly member meetings, social events, and community events
* Increase membership by 20% through aggressive print and social media marketing campaign

*Treasurer (Spring 2021 - Fall 2021)*

* Tracked budget for organization’s activities and recruiting events
* Managed UFA’s bank account of $10K and identified areas for cost savings

[**FORAGE**](https://www.theforage.com/landing/utmccombs/GxGmXxZPRs4iJhsta/BBA) **– SIMULATED WORK EXPERIENCE**

*Virtual work experience programs like Forage replicate work at top companies. In a short time, students learn relevant tools and skills necessary to complete similar tasks during their workday. These opportunities go under “Leadership Experience and Activities.”*

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

**Goldman Sachs Excel Skills for Business Virtual Experience Program** (5 hours)June 2022

*Participated in the open-access Goldman Sachs Virtual Experience Program with Forage*

* Discovered key shortcuts and functionalities in Excel related to banking and finance in order to forecast operating assumptions
* Built cash flow model statement in Excel using real-world profit and loss statement data

**ACTION VERBS BY SKILL SET**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Administrative** | **Communication** | **Creative** | **Development** |
| Administered  Arranged  Authorized  Compiled  Monitored  Operated  Planned  Prepared  Processed  Standardized | Addressed  Advocated  Authored  Consulted  Corresponded  Directed  Interpreted  Interviewed  Negotiated  Presented | Conceptualized  Created  Customized  Designed  Displayed  Fashioned  Integrated  Invented  Modeled  Performed | Analyzed  Designed  Developed  Established  Expedited  Formulated  Founded  Implemented  Launched  Surveyed |
|  |  |  |  |
| **Financial** | **Leadership** | **Management** | **Marketing** |
| Accounted  Allocated  Analyzed  Audited  Balanced  Budgeted  Computed  Forecasted  Projected  Tracked | Coordinated  Designed  Evaluated  Executed  Facilitated  Initiated  Managed  Organized  Presided  Spearheaded | Appointed  Assigned  Chaired  Delegated  Directed  Established  Hosted  Oversaw  Planned  Supervised | Advertised  Customized  Distributed  Implemented  Initiated  Participated  Presented  Promoted  Publicized  Recruited |
|  |  |  |  |
| **Mentorship** | **Organizational** | **Problem Solving** | **Research** |
| Advised  Coached  Educated  Guided  Informed  Instructed  Mediated  Mentored  Motivated  Trained | Coordinated  Facilitated  Categorized  Compiled  Consolidated  Maintained  Monitored  Organized  Systemized  Updated | Clarified  Enhanced  Evaluated  Investigated  Modified  Negotiated  Recommended  Solved  Strengthened  Transformed | Analyzed  Critiqued  Evaluated  Examined  Extracted  Formulated  Interpreted  Measured  Solved  Summarized |
|  |  |  |  |
| **Technical** | **Training** |  |
| Adapted  Assembled  Computed  Converted  Devised  Engineered  Operated  Programmed  Reconciled  Upgraded | Adapted  Advised  Assisted  Clarified  Communicated  Explained  Facilitated  Familiarized  Informed  Instructed |  |

**ACTION VERBS BY OUTCOMES**

Updated 08.01.22

**You Managed a Team**Cultivated  
Directed  
Facilitated   
Guided  
Hired  
Mentored  
Motivated  
Recruited   
Shaped  
Supervised  
Trained  
  
**You Changed/Improved/  
Increased Something**Centralized  
Converted  
Customized  
Enhanced  
Generated   
Influenced  
Merged  
Modified  
Overhauled  
Refocused  
Restructured  
Revamped  
Simplified   
Standardized  
Streamlined  
Systematized   
Transformed  
  
**You Achieved Something**  
Attained  
Awarded  
Completed  
Demonstrated  
Reached  
Showcased  
Surpassed

**You Communicated**Authored  
Briefed  
Conveyed  
Corresponded  
Documented  
Edited  
Lobbied  
Promoted  
Publicized  
Reviewed  
  
**You Oversaw/Regulated**Authorized  
Delegated  
Enforced  
Ensured  
Inspected  
Monitored  
Screened   
Scrutinized   
Verified  
  
**You Researched**Analyzed  
Assessed  
Audited  
Discovered  
Evaluated  
Examined   
Forecasted  
Interpreted   
Measured   
Quantified  
Surveyed  
Tested

**You Led a Project**Chaired   
Controlled  
Coordinated  
Executed  
Headed  
Operated  
Orchestrated   
Organized  
Oversaw  
Produced  
  
**You Supported Customers**Advised  
Advocated   
Arbitrated  
Coached  
Consulted   
Educated  
Fielded  
Informed   
Resolved  
  
**You Brought a Project to Life**Built  
Created  
Designed  
Developed  
Devised  
Engineered  
Established  
Implemented  
Initiated  
Launched  
Pioneered  
Spearheaded  
  
**You Saved Company Time/Money**Conserved  
Consolidated  
Decreased  
Diagnosed  
Reconciled  
Reduced  
Yielded