

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

# FIRSTNAME LASTNAME

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

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

Use professional or utexas email address  
and remove the hyperlink

Including a city/state is optional but may be  
advantageous when recruiting outside of Texas

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

## EDUCATION

### The University of Texas at Austin

Bachelor of Business Administration, Major

May XXXX

[Optional] Highlight an additional area of study,  
specific/relevant courses, or an academic  
certificate →

Minor: Area of study

↑ Major must be officially declared

Anticipated graduation date ↑

Additional 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]

[List Study Abroad Program in City, Country]

Semester XXXX

↑ [Optional] Study abroad experience

Denote work experience by Month/Year or  
Semester/Year; be consistent within each section  
↓

## EXPERIENCE

### Current Employer - Position Title; City, State

← Only include current or past positions, not future positions

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 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]

CONTENT TIPS

### Previous Employer - Position Title; City, State

Month XXXX - Month XXXX

- [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]
- [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.

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

[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)

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

## 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

## ADDITIONAL INFORMATION

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

**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

↑ 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

Place academic  
certificates in the  
education section

FORMATTING TIPS

# CAMERON (CAM) LONGHORN

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

## EDUCATION

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|  |  |           |
|--|--|-----------|
| <b>The University of Texas at Austin</b> | Bachelor of Business Administration, Supply Chain Management<br>Minor: Finance<br>Certificate: Digital Arts & Media<br>Overall GPA: 3.55 | May 2023  |
| <b>Universidad de Deusto</b>             | Spanish Language and Culture Program in Bilbao, Spain  | Fall 2020 |

## EXPERIENCE

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**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

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**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

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**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

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

## ADDITIONAL INFORMATION

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**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

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**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

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**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

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

|  |   |          |
|--|---|----------|
| <b>The University of Texas at Austin</b> | Bachelor of Business Administration, Supply Chain Management<br>Overall GPA: 3.55 | May 2024 |
|--|---|----------|

**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

|  |                     |
|--|---------------------|
| <b>University Finance Association - Vice President (Spring 2022 - Present)</b>   | Fall 2020 - Present |
| <ul style="list-style-type: none"> <li>Manage corporate outreach and programming for weekly member meetings, social events, and community events</li> <li>Increase membership by 20% through aggressive print and social media marketing campaign</li> </ul> |                     |

|  |                     |
|--|---------------------|
| <b>University Finance Association</b><br><i>Vice President (Spring 2022 - Present)</i>   | Fall 2020 - Present |
| <ul style="list-style-type: none"> <li>Manage corporate outreach and programming for weekly member meetings, social events, and community events</li> <li>Increase membership by 20% through aggressive print and social media marketing campaign</li> </ul> |                     |
| <i>Treasurer (Spring 2021 - Fall 2021)</i>   |                     |
| <ul style="list-style-type: none"> <li>Tracked budget for organization's activities and recruiting events</li> <li>Managed UFA's bank account of \$10K and identified areas for cost savings</li> </ul>  |                     |

## FORAGE – 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

|   |           |
|---|-----------|
| <b>Goldman Sachs Excel Skills for Business Virtual Experience Program (5 hours)</b>   | June 2022 |
| <i>Participated in the open-access Goldman Sachs Virtual Experience Program with Forage</i>   |           |
| <ul style="list-style-type: none"> <li>Discovered key shortcuts and functionalities in Excel related to banking and finance in order to forecast operating assumptions</li> <li>Built cash flow model statement in Excel using real-world profit and loss statement data</li> </ul> |           |

## ACTION VERBS BY SKILL SET

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### Administrative

Administered  
Arranged  
Authorized  
Compiled  
Monitored  
Operated  
Planned  
Prepared  
Processed  
Standardized

### Communication

Addressed  
Advocated  
Authored  
Consulted  
Corresponded  
Directed  
Interpreted  
Interviewed  
Negotiated  
Presented

### Creative

Conceptualized  
Created  
Customized  
Designed  
Displayed  
Fashioned  
Integrated  
Invented  
Modeled  
Performed

### Development

Analyzed  
Designed  
Developed  
Established  
Expedited  
Formulated  
Founded  
Implemented  
Launched  
Surveyed

### Financial

Accounted  
Allocated  
Analyzed  
Audited  
Balanced  
Budgeted  
Computed  
Forecasted  
Projected  
Tracked

### Leadership

Coordinated  
Designed  
Evaluated  
Executed  
Facilitated  
Initiated  
Managed  
Organized  
Presided  
Spearheaded

### Management

Appointed  
Assigned  
Chaired  
Delegated  
Directed  
Established  
Hosted  
Oversaw  
Planned  
Supervised

### Marketing

Advertised  
Customized  
Distributed  
Implemented  
Initiated  
Participated  
Presented  
Promoted  
Publicized  
Recruited

### Mentorship

Advised  
Coached  
Educated  
Guided  
Informed  
Instructed  
Mediated  
Mentored  
Motivated  
Trained

### Organizational

Coordinated  
Facilitated  
Categorized  
Compiled  
Consolidated  
Maintained  
Monitored  
Organized  
Systemized  
Updated

### Problem Solving

Clarified  
Enhanced  
Evaluated  
Investigated  
Modified  
Negotiated  
Recommended  
Solved  
Strengthened  
Transformed

### Research

Analyzed  
Critiqued  
Evaluated  
Examined  
Extracted  
Formulated  
Interpreted  
Measured  
Solved  
Summarized

### Technical

Adapted  
Assembled  
Computed  
Converted  
Devised  
Engineered  
Operated  
Programmed  
Reconciled  
Upgraded

### Training

Adapted  
Advised  
Assisted  
Clarified  
Communicated  
Explained  
Facilitated  
Familiarized  
Informed  
Instructed

## ACTION VERBS BY OUTCOMES

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### 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

### 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