

RESUME WRITING

A resume connects your education, experiences, and skills to the employer and the job/internship. An effective resume results in an invitation to interview; therefore, it is strongly recommended your content be relevant and targeted to each application. To get started, review this guide and utilize a CMC resume template to develop a concise and focused document that best describes your strengths and accomplishments. Second, schedule an appointment with the JSOM Business Communication Center for grammar and formatting assistance. Then visit the Career Management Center during walk-in hours, resume pod sessions or scheduled appointments for assistance with final editing.

FORMATTING GUIDELINES

- 1-page is recommended for professionals with less than 10 years of experience. Professional MBA and Executive MBA may utilize a fully developed 2-page resume if you have substantial relevant experience
- Most employers review resumes in under 30 seconds followed by a review of your LinkedIn profile
- Font size of 11 or 12 and Calibri style is strongly recommended; Times New Roman is also acceptable
- Proofread for consistency and appropriate spelling and grammar
- Write compelling bullet points with accomplishment statements

SECTION HEADINGS

Heading/Contact Information

- Include name and contact information (phone and email). Mailing address is not required
- Utilize professional voicemail and email address for business correspondence

Objective

- If emailing resume or including a cover letter, no objective is needed or recommended
- If you decide to write an objective, the text should be tailored to each application and reference the employer and job/internship

Education

- Education should be the first section for most undergraduate and graduate students
- Your UT Dallas degree information (major, minor/concentration and expected graduation date)
- Included overall or Major GPA if over 3.0; Academic honors, study abroad or fellowships
- Only include college degrees earned; only first-year undergraduates should include high school

Academic Projects or Relevant Coursework

- Required if you have not completed an internship or FT position within your career field of interest
- List course name and dates in month format versus semester
- Utilize bullet points with action verbs that focus on the intellectual output of the course (theories, projects, presentations, and/or papers)
- Formatting should mirror the experience section

Experience Section and Tips for Writing Compelling Bullet Points

- Write 3-5 compelling bullet points for each experience that are focused, measureable and memorable
- Employers often use applicant tracking systems; therefore, include a variety of industry-specific action verbs from the CMC action verb list
- Quantify information with metrics that demonstrate your achievements and contributions
- A strong bullet point incorporates accomplishment statements; frameworks include STAR- situation/task, action and result; SOAR- action statement, occurrence, amount and result
- Example: prepared and led 15 client strategy meetings, resulting in 50% portfolio increase
- Example: implemented online check-in process to decrease patron wait times by 50%
- Example: reviewed \$75M of repair part sales from 2004-present and forecasted product lifecycles

Professional Organizations

- List your professional memberships, conferences, and trainings
- Include organization name and membership dates

Additional Information, Skills, and Work Authorization

- Best to include skills within the experience descriptions
- Focus on skills identified within the job and internship posting
- Language skills are an asset but qualify your fluency (conversational, intermediate, or advanced)
- Include your eligibility to work in the U.S.
 - If you are USPR, state eligible to work in the U.S. with no restrictions
 - If you are visa holder, state eligible to work in the U.S. and will require visa sponsorship for full-time employment.

The Career Center and Career Management Center provide resume writing workshops throughout the semester. Review the Comet Calendar, *CometCareers*, TV screens, bulletin boards, or call 972-883-6916 for more information.

Action Verbs

The following list of action verbs will help you target your resume to your career field of interest and develop compelling bullet points that best describe your accomplishments, experiences, and skills.

Communication

Advised	Answered	Authored	Briefed	Composed	Conducted
Contacted	Corresponded	Drafted	Edited	Educated	Explained
Expressed	Facilitated	Informed	Instructed	Interpreted	Interviewed
Presented	Proofread	Published	Reported	Responded	Spoke
Summarized	Taught	Translated	Wrote		

Financial Services

Adjusted	Administered	Allocated	Analyzed	Appraised	Approved
Assessed	Audited	Balanced	Budgeted	Calculated	Catalogued
Classified	Collected	Compiled	Determined	Developed	Estimated
Executed	Forecasted	Generated	Implemented	Inspected	Managed
Measured	Monitored	Organized	Planned	Prepared	Processed
Projected	Purchased	Reconciled	Recorded	Reduced	Researched

Marketing

Broadened	Calculated	Collaborated	Consulted	Convinced	Coordinated
Created	Designed	Developed	Documented	Enhanced	Established
Evaluated	Exceeded	Expanded	Expedited	Gained	Identified
Implemented	Improved	Initiated	Integrated	Launched	Negotiated
Persuaded	Planned	Produced	Promoted	Published	Researched
Revamped	Secured				

Research

Analyzed	Applied	Assessed	Calculated	Collected	Compared
Conducted	Conserved	Critiqued	Designed	Determined	Developed
Devised	Evaluated	Examined	Explored	Formulated	Gathered
Identified	Inspected	Installed	Interpreted	Interviewed	Investigated
Measured	Operated	Organized	Regulated	Repaired	Replaced
Researched	Reviewed	Solved	Specialized	Studied	Summarized
Surveyed	Systematized	Tested	Utilized		

Business Intelligence and Information Technology

Accomplished	Collaborated	Diagrammed	Implemented	Operated	Solved
Achieved	Collected	Engineered	Improved	Predicted	Standardized
Administered	Compiled	Enhanced	Increased	Prepared	Strategized
Advanced	Consolidated	Estimated	Inspected	Prescribed	Streamlined
Analyzed	Constructed	Evaluated	Initiated	Processed	Surveyed
Applied	Contributed	Examined	Interpreted	Programmed	Synthesized
Assembled	Defined	Exceeded	Interviewed	Proposed	Tested
Assessed	Designed	Executed	Introduced	Recommended	Transformed
Audited	Determined	Expedited	Investigated	Reduced	Troubleshoot
Automated	Developed	Forecasted	Maintained	Repaired	Utilized
Catalogued	Devised	Formulated	Managed	Resolved	Verified
	Diagnosed	Identified	Measured	Reviewed	Wrote

Leadership and Management

Administered	Analyzed	Appointed	Approved	Assigned	Authorized
Chaired	Consolidated	Converted	Coordinated	Counseled	Delegated
Determined	Developed	Diagnosed	Directed	Disseminated	Elected
Eliminated	Emphasized	Enforced	Enhanced	Enlisted	Ensured
Established	Evaluated	Executed	Examined	Explained	Formed
Founded	Generated	Governed	Guided	Handled	Headed
Hired	Hosted	Improved	Incorporated	Increased	Influenced
Initiated	Inspected	Inspired	Installed	Integrated	Instituted
Led	Managed	Mentored	Merged	Motivated	Negotiated
Organized	Overhauled	Oversaw	Persuaded	Pioneered	Planned
Presided	Prioritized	Produced	Promoted	Recommended	Recruited
Reorganized	Replaced	Restored	Reviewed	Scheduled	Secured
Selected	Spearheaded	Started	Streamlined	Strengthened	Supervised
Taught	Trained				

JSOM UNDERGRADUATE RESUME TEMPLATE (remove prior to using)

JANE DOE

972.972.972; jane.doe@utdallas.edu

<http://www.linkedin.com/public/janedoe>

EDUCATION

The University of Texas at Dallas

B.S., Business Administration; Minor in Finance

May 2015

GPA 3.55

EXPERIENCE

Morgan Stanley - Dallas, Texas

June 2014 – August 2014

Summer Associate, Investment Banking

- Analyzed and processed 100+ corporate financial transactions valued at \$250M
- Researched 15 Fortune 500 oil and gas companies and evaluated the impact of emerging markets
- Prepared and led 15 client strategy meetings, which resulted in 50% portfolio performance increase

Chili's Restaurant - Richardson, Texas

Customer Service Representative and Trainer

April 2013 – Present

- Managed and trained 10 employees about customer service policies, conflict resolution, payment processing and opening/closing procedures
- Achieved highest same store sales for 4th quarter of 2013 and sales volume of \$125K
- Reconciled daily receipts and systematized transaction data within MS Excel

Hostess

December 2012 – April 2013

- Implemented online check-in process to decrease patron wait times by 50%
- Created online billing process and reduced nonpayment of services by 25%
- Explained seasonal menu items and daily specials to prospective customers

ACADEMIC PROJECT

Business Communication

January 2014 – May 2014

- Developed a 10-page proposal about employee training and conflict resolution policies
- Designed 30-minute interactive Prezi presentation to educate 50 students about employee mediation
- Reviewed business writing and techniques for clear and concise electronic workplace communication

LEADERSHIP EXPERIENCE

UT Dallas Naveen Jindal School of Management Dean's Council

September 2014 – Present

- Initiated a strategic plan to increase student awareness and utilization of campus recycling by 100%
- Established the council's website and implemented a social media campaign to increase user compliance of the university's information resources acceptable use policy

ORGANIZATIONS

Consulting Club, UT Dallas

September 2013 – Present

Phi Beta Lambda, UT Dallas

September 2013 – Present

ADDITIONAL INFORMATION

Technical: MS Office, STATA, InDesign, HootSuite, Pinterest, Drupal, Blogger, and Prezi

Languages: Advanced Spanish and Conversational Japanese

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions OR

(Visa) Eligible to work in the U.S. and will require visa sponsorship for full-time employment

JSOM GRADUATE RESUME TEMPLATE (remove prior to using)

Jessie Doe

972.972.9722; jessiedoe@utdallas.edu
<http://www.linkedin.com/public/jessiedoe>

EDUCATION

The University of Texas at Dallas

M.S., Supply Chain Management

B.S., Finance

Dean's Excellence Scholarship

May 2015

GPA 3.8

BUSINESS EXPERIENCE

Lennox International, Inc.

Supply Chain Intern – Residential Heating and Cooling

June 2014 – August 2014

- Reviewed \$75M of repair parts sales from 2004-present and forecasted product lifecycles utilizing SAP
- Calculated inventory targets and processed order quantities for 100+ clients
- Accomplished 98% fill rate and implemented product pricing, purchasing and reconciliation improvements

Deloitte

Lead Consultant

June 2012 – August 2013

- Evaluated and executed the merger and acquisition of \$5B oil and gas provider
- Determined reasonable assurance of client's financial statements and ensured SEC compliance
- Earned the Deloitte Outstanding Performance Award and recognized among the top 10% performers

Goldman Sachs

Summer Analyst

June 2011 – August 2011

- Analyzed 100 portfolios and company probability to reduce debt obligations through sensitivity models
- Predicted financial performance based on market trends and directed management strategy during 5 M&As
- Processed amendments and calculated derivatives for 25 Fortune 500 clients

ACADEMIC PROJECT

Operations Management

January 2014 – May 2014

- Researched and evaluated new employee training procedures of 50 Fortune 500 companies
- Assessed new hire probationary period policies and compiled data within MS Excel
- Completed 25-page analysis which discussed policy revisions and recommended training initiatives

ORGANIZATIONS

Supply Chain Leadership Council

September 2014 – Present

CMC Leadership Council, UT Dallas

September 2013 – Present

SAP Users Group, UT Dallas

September 2013 – Present

TECHNICAL SKILLS

Languages: C++, HTML, Java, PHP, SQL, Visual Basic

Tools: SAS Enterprise Miner 7.1, SAP ECC 6.04, SAP SCM 7.0, SAP Predictive Analysis, MS Office, MS Access

ADDITIONAL INFORMATION

Languages: Advanced Chinese, Conversational Hindi

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions

OR (Visa) Eligible to work in the U.S. and will require visa sponsorship for full-time employment

JSOM TECHNICAL RESUME TEMPLATE (remove prior to using)

John Doe

972.972.9722; johndoe@utdallas.edu
http://www.linkedin.com/public/johndoe
twitter.com/#/JOHNDOE

EDUCATION

The University of Texas at Dallas

M.S., Information Technology Management

B.S., Management Information Systems; Minor in Enterprise Systems

May 2015

GPA 3.8

CERTIFICATIONS & TECHNICAL SKILLS

Certifications: SAS Certificate in Business Intelligence and Data Mining, Six Sigma Lean Professional (SSLP)
Analysis Tools: SAS (Enterprise Miner), SAP Business Objects, Google Analytics, MS Excel
Programming: SQL, PL/SQL, UNIX, C, HTML, SAS Programming
Operating Systems: UNIX, Windows
Software: SAP (WebL, Analysis for Excel, OLAP and ERP), Crystal Reports, MS Visio, MS Project
Databases: Oracle, DB2, SQL Server

BUSINESS EXPERIENCE

Gerson Lehrman Group, San Francisco, California

Client Relationship Manager

September 2012– August 2013

- Managed 50+ projects for advertising initiatives within the energy and textile industries
- Predicted social media campaign effectiveness utilizing SAS Enterprise Miner which resulted in 125 new client accounts

HR Information Systems Analyst

August 2011 – August 2012

- Implemented HRIS - SAP HCM module and collaborated with vendor and HR users for 500+ employee base
- Developed specifications of new web-based system applications for bid proposals

Ericsson, Plano TX

Business Analyst Internship

June 2010 – December 2010

- Coordinated supplier on-boarding and delivery process improvements for services
- Determined market supply chain needs and completed supplier performance reviews

ACADEMIC PROJECT

Business Intelligence/Analytics

January 2014 – May 2014

- Analyzed demographic information and website market trends to identify new revenue strategies

Software Analysis and Project Management

September 2013 – December 2013

- Proposed a new system to allow customers to view wait times and to improve scheduling
- Identified project requirements and scope and team responsibilities and designed the project timeline
- Created Xcelsius dashboard design and utilized SAP Crystal Solutions for data visualization and reports

LEADERSHIP EXPERIENCE & ORGANIZATIONS

CMC Leadership Council, UT Dallas

September 2013 – Present

SAP Users Group, UT Dallas

September 2013 – Present

Habitat for Humanity, Volunteer Coordinator

September 2013 – Present

ADDITIONAL INFORMATION

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions

OR (Visa) Eligible to work in the U.S. and will require visa sponsorship for full-time employment

JSOM MBA/EXPERIENCED RESUME TEMPLATE (remove prior to using)

Jack Doe

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<http://www.linkedin.com/public/jackdoe>

EDUCATION

The University of Texas at Dallas

MBA - Concentration in Business Analytics

B.S., Information Technology

December 2015

GPA 3.7

BUSINESS EXPERIENCE

Texas Instruments

Business Intelligence and Analytics Intern

June 2014 – August 2014

- Created and initiated a business intelligence analysis product for wireless communication
- Automated regression test suites for HTML application and improved functionality by 25%
- Examined and interpreted cost management data using regression analysis
- Provided recommendations to management for an improved forecast model

Accenture

Analyst, Business Development (June 2011 – August 2013)

January 2009 – August 2013

- Analyzed key industry market trends and monitored competitor activities to fine-tune market strategies
- Performed process modeling, requirement analysis and design of an e-commerce platform
- Earned the “Excellence Award” for conceptualizing new social media campaign

Project Manager (January 2009 – June 2011)

- Directed 5S, Kaizen and lean initiatives that increased profit margin by 8%
- Developed Java Script modules in Eclipse to automate process workflows, saving \$200K annually
- Trained team on SQL and PLSQL modules, improving programming language skill level

Infosys Technology

Programmer Analyst (January 2007 – January 2009)

June 2005 – January 2009

- Implemented and managed 24x7 support for web services and websites in multiple countries
- Improved efficiency by 12% through implementing Six Sigma methodology
- Completed application maintenance in healthcare management domain

Programmer (June 2005 – January 2007)

- Supported and troubleshoot issues on legacy business system
- Developed applications in Java and performed testing of coding modifications

ORGANIZATIONS

Graduate Business Society – Vice President

SAP Users Group, UT Dallas

September 2014 – Present

January 2014 – Present

TECHNICAL SKILLS

Languages: SQL, PLSQL, JAVA, HTML

Tools: Data Analysis using SPSS, SAS Enterprise Miner 7.1, SAP ECC 6.04, SAP SCM 7.0, SAP Predictive Analysis, Advanced MS Excel, MS Access

ADDITIONAL INFORMATION

Eligibility: (USPR) Eligible to work in the U.S. with no restrictions

OR (Visa) Eligible to work in the U.S. and will require visa sponsorship for full-time employment