

UTSA College of Business, Center for Student Professional Development
Recommended Resume Template for Undergraduates

YOUR NAME

Local Address, City, State, Zip Code

Phone Number Email Address

CAREER OBJECTIVE

Seeking an entry-level position in ... *(This is a short statement that reflects the position you are seeking.)*

SUMMARY OF QUALIFICATIONS *(List 3-5 phrases indicating your skills and strengths)*

- Developed extensive proficiency in sales, customer service and training
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EDUCATION

The University of Texas at San Antonio

Bachelor of Business Administration in ... *(indicate your major)*

Expected Graduation: December 2010

Cumulative GPA: 3.39

Major GPA: 3.88

(Do not round up on GPA)

Relevant Coursework *(List only your upper-division courses in your major)*

- Organization Theory
- Managing Human Relations
- Management Science
- Principles of Marketing

Study Abroad – Kyoto University of Foreign Studies, Japan

Summer 2010

Alamo Community College, San Antonio, Texas

Associate Degree in Business, May 2009

****(It is not recommended to include your High School Education on your resume)****

EXPERIENCE *(use bulleted phrases using action verbs to highlight achievements)*

Management Trainee Intern – Enterprise Rent A Car – San Antonio, TX

June 2010 – Present

- Awarded the employee of the month for...
- Generate positive results by focusing on customer service, employee development and profitability
- Reduce the ... cost by ... % and increase customer satisfaction by ... %
- Prepare daily and weekly sales projections utilizing Microsoft Excel

Assistant Manager – Starbucks Coffee – San Antonio, TX

June 2008 – May 2009

- Supervised and trained 4-6 new employees in the ... Department
- Increased sales by ... % on a quarterly basis
- Coordinated with ... Managers to introduce new products and increase sales

ACTIVITIES AND HONORS *(include student organizations, volunteer activities, scholarships and academic achievements)*

- Business Student Council, President, UTSA 2008 – 2009
- McDermott Scholarship 2008 – 2010
- Dean's List, UTSA fall 2009 – spring 2010
- American Heart Association 5K Run, Volunteer Coordinator 2008 – 2009
- Habitat for Humanity, Volunteer 2008-2010

ADDITIONAL SKILLS *(include computer and language skills and certifications)*

- Fluent in Spanish; conversational in French
- Microsoft Office – Word, Excel, PowerPoint, Access
- Familiar with C++ and Java
- CPR and First Aid Certification, valid through August 2011