

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

FIRST AND LAST NAME

Local Address, City, State, Zip Code *(optional)*

Phone Number Email Address

(Your LinkedIn Profile page) <https://www.linkedin.com/profile/view>

CAREER OBJECTIVE

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

SUMMARY OF QUALIFICATIONS *(List 3-5 phrases indicating your skills and strengths that relate to job description)*

- Excellent communication skills, highly proficient in developing sales presentations
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EDUCATION *(Do not include your High School Education)***NOTE: Do Not List Classes You Intend to Take*

The University of Texas at San Antonio

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

Expected Graduation: December 2015

Cumulative GPA: 3.39

Major GPA: 3.88 *(Do not round up on GPA and only list it if is greater than 3.0)*

Relevant Coursework *(List courses relevant to your major or job posting)***NOTE: Only list completed and/or currently enrolled courses*

- | | |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Organizational Communication• Aggregate Economic Analysis | <ul style="list-style-type: none">• Intermediate Accounting II <i>(currently enrolled)</i>• International Marketing <i>(currently enrolled)</i> |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Immersion program *(or Study Abroad)* – Kyoto University of Foreign Studies, Japan

Summer 2014

Northwest Vista College, San Antonio, TX

Associate of Arts, Concentration in Business Administration

May 2011

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

Management Trainee Intern – Enterprise Holdings, San Antonio, TX

August 2014 – Present

- Employee of the Month for December 2014
- Generate positive results by streamlining business processes and reducing errors by ...%
- Increase customer retention by ...% by providing on excellent customer service
- Prepare daily and weekly sales projections utilizing Microsoft Excel

Assistant Manager – Starbucks Coffee, San Antonio, TX

June 2011 – July 2014

- Supervised and trained 6 new baristas, focusing on their customer service skills
- Increased sales by ...% each quarter
- Coordinated with General Managers to introduce new products and increase sales

ACTIVITIES AND HONORS *(i.e. student organizations, volunteer activities, scholarships and academic achievements)*

- | | |
|-----------------------------------------------------|------------------------|
| • Career Action Program, UTSA – College of Business | Fall 2014 |
| • Business Student Council, President, UTSA | January 2012 – Present |
| • McDermott Scholarship | 2011 – 2013 |
| • Dean's List, UTSA | 2011 – 2013 |

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

- Fluent in Spanish; conversational in French
- Microsoft Office – Word, Excel, PowerPoint, Outlook and Access
- Experienced with C++ and Java