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
* ….
* ….

**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**

|  |  |
| --- | --- |
| * Organizational Communication | * Intermediate Accounting II *(currently enrolled)* |
| * Aggregate Economic Analysis | * International Marketing *(currently enrolled)* |

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

The Resume template is also available online at: <http://www.business.utsa.edu/undergraduate/files/CSPDSampleResume.doc> updated 1.13.15