

All margins should be a minimum of 1/2 inch
Use 14-16 pt., bold font to delineate name

Keep resume to 1 pg. & font size between 10-12 pt.
Utilize an easy-to-read font such as Arial, Calibri, or Garamond

Use professional or utexas email address

Remove hyperlink to email address → FirstName.LastName@utexas.edu • (###) ###-#### • LinkedIn.com/in/FirstLast

↓ Include LinkedIn profile link [Optional]

Including a street address is optional, but may be advantageous when recruiting outside of Texas. Speak to a Career Coach to determine when to include an address.

EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Major Minor: Area of study	May XXXX ↑Major must be officially declared
Highlight an additional area of study [Optional] → or an academic certificate	Additional Coursework in [Area of study], XX hours Overall GPA: X.XX	Anticipated graduation date ↑ ↑ Completed hours w/ grades posted ↑Do not round up GPA; truncate after two decimal places
[List International University] ↑ Study abroad [Optional]	[List Study Abroad Program in City, Country]	Semester XXXX Denote work experience by months or semesters & year; be consistent within each section ↓

EXPERIENCE

If COVID-19 impacted recent work experience, see Page 3 of the template

Current Employer - Position Title; City, State ← Only include current or past positions, not future positions

Month XXXX - Present

Company descriptor here in italics to describe unfamiliar companies—Keep to 1 line [Optional]

- [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 or missing verb (e.g., Responsible for... Assisted with... Worked on... Helped...). Refer to Action Verbs on page 3]
- [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; these words are assumed by reader]
- [Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry]
- [List experience 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 from zero through ten as words and write numbers above ten as numerals; money is denoted: \$1K, \$1M, \$1B]

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

ACADEMIC PROJECTS

Only include this section if you have made a significant contribution or gained transferrable skills

← from an academic project (preferably in upper-division coursework) [Optional]

Semester XXXX

Course Number & Type of Project (e.g., Web Design, Research, etc.) - Client: Name of Client

Semester XXXX

- [Start with a verb, describe contributions you made to the project—include specific actions and measurable results]

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

LEADERSHIP EXPERIENCE AND ACTIVITIES

Organization - Position

Month 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]

Typically, leadership experience will be denoted by semester & year ↓

HONORS

- [Showcase honor or achievement by title and description of achievement if desired]
- [If possible, note semester awards (e.g., University Honors - number of times recognized)]

Semester XXXX
Semester XXXX

ADDITIONAL INFORMATION

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

Computer Skills: Python, SPSS, InDesign, MS Excel, Word, PowerPoint, Canva

Only include certifications that are relevant to the position/industry you are pursuing; include name of certificate/licensure & year received. Place academic certificates in the education section

Certifications: Microsoft Office Specialist Certification (2019), Bloomberg (in progress) ←

Languages: [Fluent, Working Knowledge, Conversational, or Basic Knowledge] in [languages other than English]

Interests: Classic Cars, Ultimate Frisbee, Fantasy Football, Bass Guitar, Data Analytics

Work Eligibility: Eligible to work in the U.S. with no restrictions

↑ Unique interests and/or transferable skills showcased should be interesting enough to be a “conversation starter” [Optional]

↑ 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

CAMERON (CAM) LONGHORN

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

EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Supply Chain Management Minor: Finance Certificate: Digital Arts & Media Overall GPA: 3.55	May 2021
Universidad de Deusto	Spanish Language and Culture Program in Bilbao, Spain	Spring 2019

EXPERIENCE

IBM - Operations Intern; Austin, TX	June 2020 - Present
<ul style="list-style-type: none">• Update six productivity reports regarding orders, shipments, revenues, and margins on a daily basis• Reduce shipment down-time 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	
Paramount, Inc. - Accounting Intern; Los Angeles, CA	May 2019 - August 2019
<ul style="list-style-type: none">• 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 2018 - December 2018, September 2019 - May 2020
<ul style="list-style-type: none">• Managed up to six tables while maintaining professional demeanor as part of a dynamic services team• Exhibited thorough knowledge of food and beverage menu and upsold to 75% of customers on a daily basis	

ACADEMIC PROJECTS

OM 366P Operations Management Practicum - Client: Texas Instruments	Fall 2019
<ul style="list-style-type: none">• 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

Supply Chain Management Student Organization (SCMSO) - Vice President (Spring 2019 - Present)	Fall 2018 - Present
<ul style="list-style-type: none">• 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 2019 - Spring 2020
<ul style="list-style-type: none">• Planned and facilitated 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 2018 - Present
--------------------------------------	-----------------------

HONORS

<ul style="list-style-type: none">• Presidential Achievement Scholarship• University Honors (4 semesters)	Fall 2017 - Present
	Fall 2018 - Spring 2020

ADDITIONAL INFORMATION

Computer Skills: Python, SPSS, Photoshop, InDesign, MS Excel, Word, PowerPoint, Canva

Certifications: Microsoft Office Specialist Certification (2017), 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

Showcasing Summer 2020 Experience & Activities

If COVID-19 impacted your summer internship (resulting in a shortened or cancelled internship or pursuing alternative summer activities), you can address this in the experience section of your resume. Recruiters are aware that summer 2020 is an anomaly due to COVID19, but would like to see that you have used your summer to build skills and strengthen your candidacy for future roles. We recommend making an appointment with a Career Coach to discuss your individual circumstances and what specific details are most relevant to include on your resume.

This section will be an entry in the experience section of your resume to showcase what you accomplished during the summer of 2020. It should be in chronological order with your other experience and should convey the scope and scale of your independent projects and training. The examples below highlight how to present different kinds of experiences; use the format and headings that best align with your experience. It should be relevant to your career goals and future roles that you plan to apply for. If you are a 1st or 2nd year student, this entry may be replaced as you gain additional work experience.

CANCELLED INTERNSHIP EXAMPLE

EXPERIENCE

Independent Projects & Training (completed in place of cancelled CompanyName internship)	June 2020 - August 2020
Specialized Training	
• Completed <i>SQL Essential Training</i> and <i>Six Sigma Foundations</i> courses on LinkedIn Learning	
• Created blog and developed content on supply chain in the age of COVID-19: CamLonghornSCM.blogspot.com	
Summer Classes/Practicum	June 2020 - August 2020
• Completed OM 337.4: IT for Supply Chains and OM 338: Supply Chain Modeling and Optimization	
Projects & Research	June 2020 - August 2020
• Contributed to Dr. Arjun Patel's research, focused on technology's impact to the healthcare supply chain	

SHORTENED INTERNSHIP EXAMPLE

EXPERIENCE

SportsLEAD - Sports Marketing Intern ; Seattle, WA	July 2020
• Held four segmented customer focus groups of ten to refine upcoming ad campaign for new, unreleased footwear products	
• Analyzed Tennis campaign data using SQL; made recommendations about channel investment strategy based on ROI	
• Internship shortened to three weeks due to COVID-19	
Independent Projects & Training (completed in addition to shortened SportsLEAD internship)	August 2020
Specialized Training	
• Completed <i>MicroMasters Program in Marketing Analytics</i> (UC Berkeley) on edX	
• Built digital portfolio website using Squarespace: CamLonghorn.MarketingPortfolio.Squarespace	
Summer Classes/Practicum	June 2020 - August 2020
• Completed MKT 372.2: Consumer Behavior and MKT 372: Brand Management	
Projects & Research	June 2020 - August 2020
• Contributed to Dr. Susana Garcia's research, focused on product recommendations and brand management	

OTHER SUMMER ACTIVITIES

EXPERIENCE

Independent Projects & Training	June 2020 - August 2020
Specialized Training	
• Completed <i>Beginner to Pro in Excel: Financial Modeling and Valuation</i> on Udemy	
• Completed <i>Analyze Financial Data with Python</i> on Codecademy	
Summer Classes/Practicum	June 2020 - August 2020
• Completed FIN 374C: Valuation and FIN 376: International Finance	
Projects & Research	June 2020 - August 2020
• Contributed to Dr. Laura Johnson's research, focused on corporate governance and institutional investors	

Action Verbs by Skill Set

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

You Led a Project

Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Produced

You Managed a Team

Cultivated
Directed
Facilitated
Guided
Hired
Mentored
Motivated
Recruited
Shaped
Supervised
Trained

You Communicated

Authored
Briefed
Conveyed
Corresponded
Documented
Edited
Lobbied
Promoted
Publicized
Reviewed

You Supported Customers

Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved

You Changed/Improved/ Increased Something

Centralized
Converted
Customized
Enhanced
Generated
Influenced
Merged
Modified

You Oversaw/Regulated

Authorized
Delegated
Enforced
Ensured
Inspected
Monitored
Screened
Scrutinized
Verified

You Brought a Project to Life

Built
Created
Designed
Developed
Devised
Engineered
Established
Implemented
Initiated
Launched
Pioneered
Spearheaded

Overhauled
Refocused
Restructured
Revamped
Simplified
Standardized
Streamlined
Systematized
Transformed

You Researched

Analyzed
Assessed
Audited
Discovered
Evaluated
Examined
Forecasted
Interpreted
Measured
Quantified
Surveyed
Tested

You Achieved Something

Attained
Awarded
Completed
Demonstrated
Reached
Showcased
Surpassed

You Saved Company Time/Money

Conserved
Consolidated
Decreased
Diagnosed
Reconciled
Reduced
Yielded