

All margins should be a minimum of 1/2 inch

Use 14-18 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 Times New Roman

**FIRSTNAME LASTNAME**

FirstName.LastName@utexas.edu

Use professional or utexas email address ← Remove  
hyperlink to email address

Local Street Address, Apt. ### • City, State Zip • (###) ###-####

## EDUCATION

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

## EXPERIENCE

**Current Employer - Position Title; City, State** 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...)]  
• [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]  
• [Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry]  
• [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]  
• [List experience in reverse chronological order; use present tense for current positions and past tense for previous experiences]

**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]  
• [Use a consistent font throughout header, section headings, and content sections]  
• [Write numbers from zero through ten as words and write numbers above ten as numerals; money is denoted: \$1K, \$1M, \$1B]  
• [Avoid resume bullets with a “hanging word”—single words on their own lines]  
• [There is a full space between different sections, schools, and employers—be sure spacing is consistent]

**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]

**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]

## LEADERSHIP EXPERIENCE AND ACTIVITIES

**Organization - Position** Semester XXXX - Present  
• [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]  
• [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]

## HONORS

• [Showcase honor or achievement by title] Semester XXXX  
• [If possible, note semester awards (e.g., University Honors - number of times recognized)] Semester XXXX

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

**Computer Skills:** MS Word, Excel, PowerPoint, Access, SPSS, Java

**Certifications:** Microsoft Office Specialist Certification (2015), 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, Yoga  
← Unique interests and/or transferable skills showcased should be interesting enough to be a “conversation starter” [Optional]

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 of the resume.