Resume

CNS, Career Services
Painter Hall 5.03

Most employers only spend 30 seconds-1 minute reviewing your resume!

The goal: Catch their attention.

Be concise, be direct, be organized!

Create a Winning Resume

- Keep it to **one** page

- Know your audience

- One resume does NOT work for all applications

- Proofread!

Header

- ✓ Big and bold
- ✓ Should stand out
- ✓ Appropriate email address
- ✓ Don't include birthday
- ✓ Address Optional

BEVO LONGHORN
123 Longhorn Lane | Austin, TX 78712
512-123-4567 | bevo.longhorn@utexas.edu

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EDUCATION

The University of Texas at Austin, Austin, TX · · · · · · · · · · Expected Month/Year (If graduated, cut "expected")
Bachelor of Science in (your major)
Concentration in _____; GPA (>= 3.0 – only carry out to 2 decimal places i.e. 3.25 or 3.51)
Study Abroad (Name of school and location), Fall 2010
Relevant Coursework: No more than 2-3 classes, just the name (no need for course number or grade)
Honors Include: Dean's List, Academic Honors, Scholarship Recipient; awarded to top 3% with highest GPA

EXPERIENCE (in reverse chronological order)

EMPLOYER, City, State (Abbreviated) · Month/Year - Present
Position Title
- Text (Lead with **STRONG** action verb, describe task/duty, your actions and the result)
- Text
- Text

EMPLOYER, City, State · Month/Year- Month/Year
Position Title
- Text
- Text
- Text

PROJECTS (If applicable)
- List academic or personal projects relevant to industry (i.e. computer science, fashion and design, etc)

ACTIVITIES & LEADERSHIP

Organization, City, State · Month/Year- Month/Year
Position Title
- (These are volunteer positions, student organizations, campus engagement)
- Text
- Text

SKILLS

Technical /Computer Skills: (Level of Proficiency and Level of Exposure)
Languages: (Basic, Intermediate, Advanced, Fluent)
Certifications / Professional Memberships / Exams:

HONORS AND AWARDS (If applicable)

- Include only what is necessary, such as the honor/award name
- No need for details unless this is important to the targeted position

Education

- ✓ Dissipate high school info
- ✓ Certificates
- ✓ Include coursework, if relevant
  - Separate section, if needed
- ✓ GPA encouraged, not required
  - Min of a 3.0 to include

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Experience

- ✓ Bulleted statements
- ✓ Formula: Task, Action, Result
- ✓ Use key words & action verbs
- ✓ Most recent listed first
- ✓ Include paid & unpaid experiences
- ✓ Quantify accomplishments
- ✓ Be mindful of tenses

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What do you mean by that?

Action Verbs: Strong, descriptive verbs that take ownership (Facilitated, Managed, Led, Created)

- *See the action verb list on our website!*

Quantify: How many, how much, how often?

T.A.R. Method: Highlight the **t**ask, **a**ction and **r**esult

☑ Example

Austin Medical Examiner, Austin, TX   Jun 2015 – Aug 2015

Biology Intern

- Performed 20 dissections on human cadavers, pigs, and sheep lungs to complete correct disease identifications
- Input 100+ data points into Excel and Access databases for disease evaluation and understanding
- Analyzed protein study data with 100% accuracy, resulting in a confirmed hypothesis

Skills

✓ Include languages, computer and/or technical skills

✓ Degree of mastery

• (i.e.- Basic, expert, exposure to)

✓ Soft skills not advised here

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   • Text (At least two bullets per job, preferably three-four)
   • Text
   • Text

EMPLOYER, City, State
Position Title, Month/Year- Month/Year
   • Text
   • Text
   • Text

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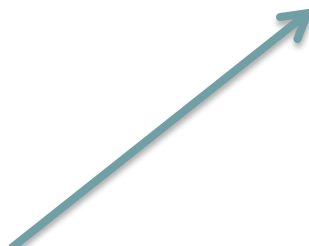
COMMUNITY INVOLVEMENT/LEADERSHIP
   • Volunteer Experience
   • Co-Curricular Activities / Student Org Positions / Title
      – No need for details here unless this is important to the targeted position and then include one to two
        bullets describing achievements while in the leadership position

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What to Avoid

"References available upon request"

Objective statements

Writing paragraphs

Generic wording and abbreviations

Passive verbs (assisted, helped, etc.)

Sara Science

hotstuff@email.com
(555) 555-5555

[Sample Resume]

Objective

To obtain a research position where I can use my skills.

EDUCATION

The University of Texas at Austin, Austin, TX   Dec 2017
Bachelor of Science in Biology
- Concentration in Cell and Molecular Biology; GPA 3.2
- Relevant Coursework: CH 301, PHY 303, BIO 311C M 408, BIO 320, BIO 328M

EXPERIENCE

The University of Texas at Austin, Austin, TX   August 2015-Present
Student Researcher
- Doing independent research under Dr. Biology in a lab focused on drug treatment for Alzheimer's
- Present research findings to a committee
- Work as a team member

SKILLS

- Spanish
- Computer and Office skills
- Great team player

ACTIVITIES & LEADERSHIP

St. David's Medical Center, Austin, TX   August 2014-May 2015
Volunteer
- Helped patients when needed
- Basic administrative duties

HONORS

- Science Honor Society
- Bronze Award

Need a Template?

Visit our [website](#) for Resume Guide & Template

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