

# Recommended Resume Template for Undergraduates

## YOUR NAME

Local Address, City, State, Zip Code

Phone Number, Email Address

### CAREER OBJECTIVE

---

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

### SUMMARY OF QUALIFICATIONS *(List 3-5 phrases indicating your skills and strength)*

---

- Developed extensive proficiency in sales, customer service and training
- ....
- ....

### EDUCATION

---

The University of Texas Rio Grande Valley Brownsville, Texas

**Bachelor of Business Administration in ...** *(indicate your major)* Expected Graduation: December 2018

Cumulative GPA: 3.39 Major GPA: 3.88 *(Do not round up on GPA)*

#### Relevant Coursework *(List only your upper-division courses in your major)*

- Organization Theory Managing Human Relations
- Principles of Management Principles of Marketing

Study Abroad – Kyoto University of Foreign Studies, Japan

Summer 2017

#### **Texas Southmost College**

Associate Degree in Business

Brownsville, Texas

May 2015

*\*\*\*(It is not recommended to include your High School Education on your resume)\*\*\**

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

---

**Enterprise Rent A Car – Management Trainee Intern** – Brownsville, TX June 2014 – Present

- Awarded the employee of the month for...
- Generate positive results by focusing on customer service, employee development and profitability
- Reduce the ... cost by ... % and increase customer satisfaction by ... %
- Prepare daily and weekly sales projections utilizing Microsoft Excel

**Starbucks Coffee – Assistant Manager** – San Benito, TX

June 2010 – May 2014

- Supervised and trained 4-6 new employees in the ... Department
- Increased sales by ... % on a quarterly basis
- Coordinated with ... Managers to introduce new products and increase sales

### ACTIVITIES AND HONORS *(include student organizations, volunteer activities, scholarships and academic achievements)*

---

- Accounting Society, President, UTRGV 2014 – 2017
- University Scholarship 2014 – 2016
- Dean's List, UTRGV Fall 2016 – Spring 2016
- American Heart Association 5K Run, Volunteer Coordinator 2012 – 2014
- Habitat for Humanity, Volunteer 2010-2011

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

---

- Fluent in Spanish; conversational in French
- Microsoft Office – Word, Excel, PowerPoint, Access
- Familiar with C++ and Java
- CPR and First Aid Certification, valid through August 2016