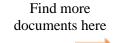
# **PSYCHOLOGY** RÉSUMÉ SAMPLE

Email careers@utep.edu to have your résumé reviewed





# **Ivan Pavlov**

El Paso, TX | (915) 747-0000 | ipavlov@miners.utep.edu | in/ipavlov

#### **EDUCATION**

Bachelor of Science in Psychology with a minor in Chemistry The University of Texas at El Paso (UTEP)

May 20XX Overall GPA: 3.75/4.00 Major GPA: 4.00/4.00

# **Honors & Activities:**

Psi Chi – Psychology Honor Society, Member, Fall 20XX – Present American Chemical Society, Secretary, Fall 20XX – Present Dean's List - Fall 20XX and Spring 20XX

#### **Relevant Courses**

General Experimental Psychology Cognitive Psychology

**Advanced Statistics** Language & Cognition

#### **EXPERIENCE**

Front Desk Assistant

Undergraduate Research Assistant

March 20XX - May 20XX

El Paso, TX

#### **UTEP – Psychology Department**

- Help with research initiatives by gathering and interpreting surveys from five to ten participants each week
- Present findings to the supervisor and keep records of the experiments using SPSS
- Collaborate with a team of five students to perform experiments on social psychology related topics

March 20XX - May 20XX

El Paso, TX

- **UTEP College of Liberal Arts Student Success Center (C.L.A.S.S.)** 
  - Managed and directed incoming calls on a daily basis to the relevant department staff • Arranged meetings for students and provided information about the guidance process
  - Developed a new filing system to organize over 3,000 student files which resulted in a 16% increase in work productivity

### **VOLUNTEER EXPERIENCE**

Volunteer

El Paso, TX

July 20XX - October 20XX

- National Alliance on Mental Illness (NAMI) El Paso
  - Coordinated efforts to secure sponsors for the annual NAMI Walks fundraising event Boosted sponsor donations by \$400 while collaborating with a team of four volunteers
  - Raised awareness on mental health issues and worked towards breaking the associated stigma

# **SKILLS**

- Bilingual: Fluent in Spanish and English
- Skilled in using Microsoft Word
- Experienced in utilizing Microsoft PowerPoint and Excel
- Knowledgeable in SPSS Statistical Software and Qualtrics Survey Software



# **Accomplishment Statements**

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your <u>relevant</u> skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

#### Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the "Experience Section" on page one.

#### **Job Description**

- 1. Read and analyze the job description
- 2. Identify the required skills listed for the job
- 3. Match your experiences to the skills listed in the job description

#### Measurable Data

Quantify when possible using:

numbers, percentages, dollar amount(s), or time frames

#### **Action Words**

Verbs that strongly promote your skills and accomplishments

# Critical Thinking/ Problem Solving

Increase Analyze Integrate Assess Measure Compare Organize Determine Research Devise Supervise Diagnose Synthesize Evaluate Verify Execute

# Communication (Oral/Written)

Address **Express** Author Interpret Share Persuade Convey Present Network **Promote** Demonstrate Review Draft Speak Edit Write Negotiate Respond

# Teamwork/Collaboration

Organize Assist Orient Brainstorm Plan Calculate Process Collaborate Schedule Consolidate Supervise Construct Support Demonstrate Unite Envision

# **Technology**

Access **Implement** Analyze Integrate Calculate Install Coordinate Launch Deliver Maintain Design Manage Develop Troubleshoot Organize Engineer **Program** 

# Leadership

Connect

Direct

Administer Guide Assess Manage Clarify Mentor Create Motivate Delegate Oversee Encourage Recruit Establish Supervise Facilitate Train

### Professionalism/ Work Ethic

Achieve Exceed Act Handle Adapt **Improve Evaluate Implement** Deliver Produce Demonstrate Reach Drive Simplify Establish Work

### **Career & Self-Development (Confidence/Advocacy)**

Advise Inform Facilitate Defend Advocate Master Supported Diagnose Guide Coach Enhance Negotiate Pursue Consult Communicate **Expand** 

#### **Equity and Inclusion**

Celebrate Engage Empower
Communicate Identify Validate
Discuss Interact
Educate Understand

Updated: 8/23











