

# UNDERGRADUATE RÉSUMÉ SAMPLE

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

See more  
documents here



## Ima Miner

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### EDUCATION

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

Anticipated: 05/20XX  
Overall GPA: 3.75/4.00  
Major GPA: 4.00/4.00

#### Honors & Activities

Dean's List – Fall 20XX and Spring 20XX

American Society for Biochemistry and Molecular Biology Student Chapter, Member, Fall 20XX – Present

### EXPERIENCE

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**Undergraduate Research Assistant, Dr. Maria Maldonado**  
UTEP – Biology Department

06/20XX – Present  
El Paso, TX

- Collect water samples at local reservoir and analyze data using MS Excel
- Present analysis to supervisor using MS PowerPoint and maintain logs of experimental data and summary report findings
- Work with a team of five other students to use different instrumentation to conduct experiments regarding biological anomalies
- Participate in weekly group discussions to share research updates and upcoming requirements

**Front Desk Student Employee**  
UTEP – Liberal Arts Department

08/20XX – 05/20XX  
El Paso, TX

- Decreased student wait time by 10 minutes per appointment with new check-in process
- Managed student appointments for five faculty advisors
- Answered an average of 20 calls on a daily basis and provided general information to students, faculty and staff
- Oversaw department in-coming email and ensured responses in a timely manner

### VOLUNTEER EXPERIENCE

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**Volunteer Fundraiser**  
Big Brothers Big Sisters of El Paso

07/20XX – 08/20XX  
El Paso, TX

- Increased contributions by \$500 quarterly by leading eight volunteers to organize new fundraising events
- Coordinated three events to help increase community involvement
- Organized efforts to secure sponsors to fund the Annual Match Appreciation Banquet

### SKILLS

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- Bilingual: Spanish and English (written and oral)
- Extensive use of MS Suite (Outlook, PowerPoint, Excel, Word and Publisher)
- Familiar with Adobe Creative Suite

# Accomplishment Statements

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your relevant 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

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

### Communication (Oral/Written)

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

### Teamwork/Collaboration

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

### Technology

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

### Leadership

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

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

### Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 08.23