

COMMUNICATION RÉSUMÉ SAMPLE

Email careers@utep.edu to have your résumé reviewed

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Archie Andrews

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EDUCATION

Bachelor of Arts in Organizational & Corporate Communication
The University of Texas at El Paso (UTEP)

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

Honors & Activities:

Liberal Arts Honors Program, Member, Fall 20XX – Present
Future Leaders in Public Relations (FLPR), Historian, Fall 20XX – Present
Dean's List – Fall 20XX and Spring 20XX

WORK EXPERIENCE

Media Relations Intern

June 20XX – Present

Sun Bowl Association

El Paso, TX

- Manage Instagram and Facebook by generating written content in English and Spanish, responding to messages, and monitoring activity on a daily basis
- Create and review press releases, publication content, newsletter articles, and other materials
- Help with five to ten press conferences, coordinate media interviews, and handle credentials

Social Media and Communication Specialist

August 20XX – February 20XX

Telemundo (KTDO)

El Paso, TX

- Created and refreshed content and photos on social media on a daily basis
- Monitored and reported key performance metrics across social channels, and used insights to identify potential areas for growth
- Composed press releases, media advisories, station newsletter content, sales decks and recap presentations on a weekly basis

VOLUNTEER EXPERIENCE

Volunteer

June 20XX – August 20XX

UTEP Food Pantry (Miner Connection)

El Paso, TX

- Developed and maintained press kits on a daily basis
- Coordinated any media activities related to Miner Connection, on social media accounts
- Acted as a point of contact between Miner Connection and the University's Communication media teams

SKILLS & CERTIFICATIONS

- Fluent in both Spanish and English
- Skilled in using MS Word, MS PowerPoint and MS Publisher
- Have a deep knowledge of Adobe Photoshop, Illustrator, and other image editing software
- Social media management in platforms such as Instagram and LinkedIn
- Solutions Architect certification from Coursera – 00/20XX

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	

