

# FRESHMEN RÉSUMÉ SAMPLE: UNIV 1301

Pro Tip: Tailor your résumé to match the job description.

For a review, email: [careers@utep.edu](mailto:careers@utep.edu)



## Freshmina Miner

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### EDUCATION

Bachelor of \_\_\_\_\_ ([degree](#)) in \_\_\_\_\_ ([major](#)) Anticipated: 05/20XX  
The University of Texas at El Paso (UTEP)

#### Honors & Activities

UTEP Excellence Scholarship, Fall 20XX; UNIV 1301 Community Service Pathway, Fall 20XX;  
UTEP Army ROTC Cadet, Fall 20XX

Name of High School, City, State

Graduated: 05/20XX

#### Honors & Activities

Top 10% of Class, Academic Decathlon Gold Medal for Speech, April 20XX;  
Science Fair Participant 20XX, 20XX and 20XX

### EXPERIENCE

**Facilities Assistant at Climbing Gym** 09/20XX – Present  
UTEP Student Recreation Center El Paso, TX

- Welcome approximately 100 students and guests entering facility on a daily basis, conduct tours for visitors, verify memberships and answer general facility and fitness program questions
- Instruct visitors on climbing gym safety protocol and provide coaching and guidance
- Assure safety and sanitary requirements by cleaning and organizing areas before and after shifts

**Sales Associate** 01/20XX – 08/20XX  
Academy Sports & Outdoors El Paso, TX

- Assisted over 30 customers on a daily basis with finding their shoe size and other needs
- Managed up to \$500 in transactions and returns at the cash register
- Organized and stocked shoes and accessories using store database

### RELEVANT ACTIVITIES

**Basketball Team at \_\_\_\_\_ High School** 07/20XX – 08/20XX  
Co-Captain El Paso, TX

- Led a team of 20 players and helped creating game plans
- Coordinated fundraisers to help with travel expenses for out-of-town tournaments

**Yearbook Committee at \_\_\_\_\_ High School** 07/20XX – 08/20XX  
Member El Paso, TX

- Assisted with design, layouts, and photography of a 100-page yearbook
- Managed and created social media content using InDesign to promote on Instagram
- Collaborated with three members and a school advisor on planning sessions and pre-production deadlines

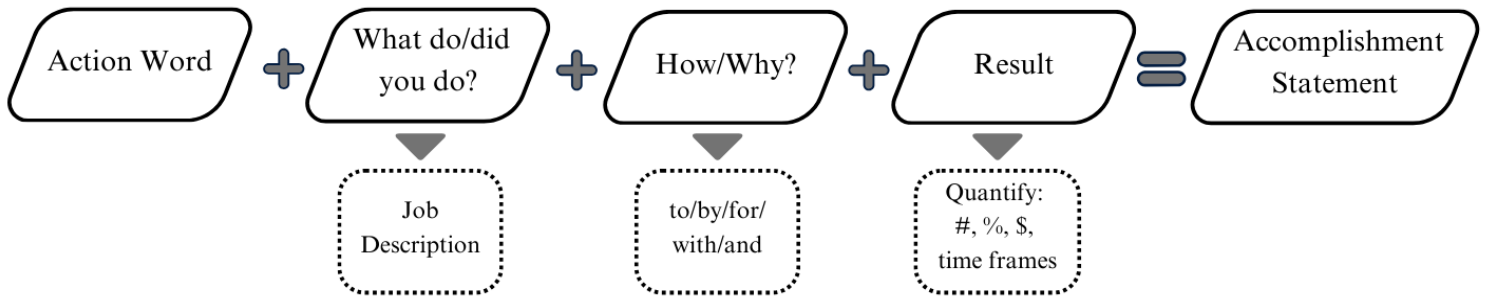
### SKILLS

- Fluent English, conversational Spanish and basic French
- Extensive use of Photoshop, MS Word, and MS PowerPoint
- Familiar with InDesign, MS Excel, Nearpod, Schoology, and Google Classroom
- Familiar with social media accounts media management (Instagram)

# Accomplishment Statements

**Accomplishment Statements** are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

*See examples of accomplishment statements in the “Experience Section” on page one.*



## Action Words

Verbs that strongly promote your skills and accomplishments.

### Communication (Oral/Written)

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

### Teamwork/Collaboration

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

### Critical Thinking/Problem Solving

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

### Technology

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

### Leadership

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

### Professionalism/Work Ethic

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

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

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

Updated: 6.18.25