

UNDERGRADUATE RÉSUMÉ SAMPLE

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

For a review, email: careers@utep.edu



Ima Miner

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EDUCATION

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

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 instrumentations to conduct experiments regarding biological anomalies
- Participate in weekly group discussions to share research updates and upcoming requirements

Biological Science Intern
Conservation Legacy

05/20XX – 08/20XX
Roswell, NM

- Assisted the Wildlife Biologist at the Bitter Lake National Wildlife Refuge by conducting research and maintaining detailed record of activities on the Federally Threatened Wright's marsh thistle
- Develop written protocol for insect pest surveys and seed collection for future data retrieval
- Conducted water quality monitoring, maintained water control structures, and assisted with managing water levels in wetlands

VOLUNTEER EXPERIENCE

Member
American Society for Biochemistry and Molecular Biology Student Chapter

09/20XX – Present
El Paso, TX

- Attend weekly chapter meetings and actively participate in discussions, activities, and projects
- Promote fundraising events through various channels like social media and posters

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

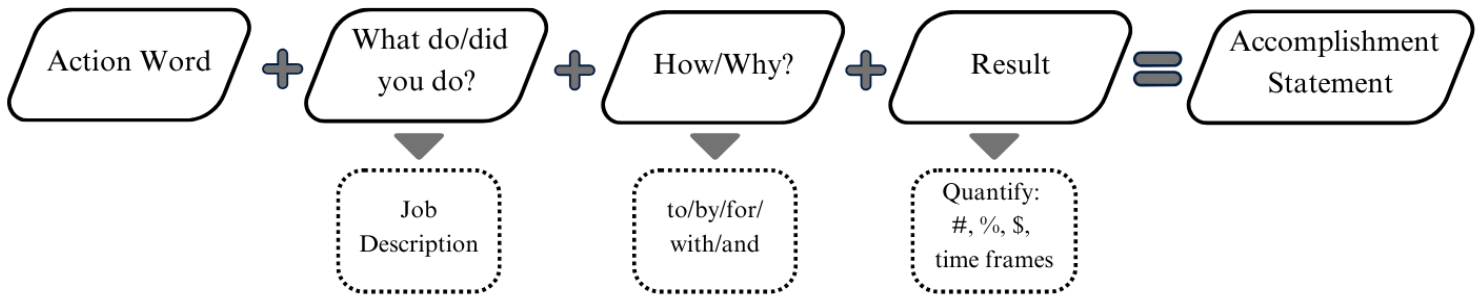
SKILLS

- Bilingual: Spanish and English (written and oral)
- Familiar with Adobe Creative Suite

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: 06.18.25