

Freshmina Miner

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EDUCATION

Bachelor of _____ ([degree](#)) in _____ ([major](#)) Anticipated: 05/20XX
The University of Texas at El Paso (UTEP)
Undertaking first semester of coursework: 15 hours

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 GPA: 90.5/100 Graduated: 05/20XX

Honors & Activities

Top 25% of class; Academic Decathlon Gold Medal for Speech, April 20XX
Science Fair participant 20XX, 20XX and 20XX

EXPERIENCE

Climbing Gym /Facilities Assistant 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
- Oversee weight area and address or refer emergency situations to supervisor
- Assure safety and sanitary requirements by cleaning and organizing areas before and after shifts

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

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

RELEVANT ACTIVITES

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

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

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

- Assisted with design, layouts, and photography
- Collaborated with three members and school advisor on planning sessions and deadlines

SKILLS

- Advanced 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 managing social media accounts for department promotions

CHECKLIST FOR A SUCCESSFUL RÉSUMÉ

1. Appearance

- ___ is pleasing to the eye, invites people to read
- ___ the format highlights your key information
- ___ has correct punctuation, spelling, and grammar
- ___ information is listed from most recent to oldest

2. Contact Information

- ___ is at the top of page
- ___ includes current and complete contact information (home address can be omitted or not depending on application platform)
- ___ includes telephone number with area code
- ___ includes UTEP or professional email address that you check daily
- ___ includes [LinkedIn](#) account (As a freshman, networking and creating a professional, digital presence is significant and expected by employers)

3. Objective Statement (Use strategically)

Tailor it to the job description you are applying to. Do not include when distributing at a career fair or applying to multiple positions.

4. Education

- ___ list current degree you are seeking with anticipated graduation date (month/year)
- ___ includes official university name and location
- ___ includes high school name and location (remove after one year in college)
- ___ includes academic major (and minor if applicable) you are pursuing
- ___ includes “undertaking first semester of coursework” instead of 0.00 GPA

Consider **study abroad/study away and/or research experience** in your field **UTEPEDGE**

5. Experience/School Projects

- ___ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- ___ includes related paid or unpaid, volunteer, internship, or co-op experiences
- ___ includes projects completed in while in high school (e.g. yearbook, technical/group projects, science fair)
- ___ includes dates (month/year)

5. Experience/School Projects CONT.

Use **[Accomplishment Statements](#)**:

- ___ includes relevant experience skills that you developed, contributed, or enhanced while working in that position (e.g. communication, teamwork, software used)
- ___ uses action words when describing what you did in the job
- ___ uses numbers (#), percentages (%), currency amounts (\$), frequency to describe what you did in the job

Consider applying for **student employment** or **work-study** positions and begin searching for **internships** in your field **UTEPEDGE**

6. Relevant Activities/Memberships

- ___ emphasizes leadership roles and officer positions held
- ___ includes school and/or community memberships or activities (sports, orchestra, student government, etc.)
- ___ includes dates of participation (month/year)
- ___ includes athletic, fine arts, student council activities

Consider getting involved in **[UTEP student organizations](#)** or Greek life **UTEPEDGE**

7. Skills

- ___ includes the languages known and specifies proficiency level (e.g. proficient, fluent, conversational)
- ___ includes software knowledge and specifies the degree of expertise (e.g. expert/proficient, extensive use, familiar, basic knowledge)
- ___ includes social media proficiency for work/professional purposes (e.g. expert knowledge with Twitter)

YOUR NEXT STEPS:

1. Activate your Job Mine account at utep.edu/careers
2. Have your résumé reviewed by the Career Center (pca@utep.edu)
3. Upload your revised résumé to Job Mine

UTEPEDGE

TIPS to enhance your résumé and get UTEP Edge experiences:

- Update your résumé every semester and have the Career Center review it
- Create a reference page of 3 to 4 people that can best speak about your skills to the position for which you are applying. Be sure to ask them if you can use them as references before you list them.
- Consider applying for on campus student employment*
- Begin searching for **[internships](#)** in your field*
- Get involved with student organizations and activities*
- Consider study abroad/study away and research experience in your field*

*Distinguish yourself by **highlighting UTEP Edge competencies, such as problem solving, communication and team work on your résumé.**