

UNDERGRADUATE RÉSUMÉ SAMPLE

* For a review e-mail
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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

WORK EXPERIENCE

Undergraduate Research Assistant, Dr. M. Maldonado
UTEP – Biology Department

06/20XX – Present
El Paso, TX

- Assist in research project to include the collection of water samples 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

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 implemented
- 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

VOLUNTEER EXPERIENCE

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

- Bilingual: Spanish and English
- Proficient in MS Word
- Extensive use of MS PowerPoint
- Familiar with Adobe Creative Suite



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
- ___ includes telephone number with area code
- ___ includes UTEP or professional email address that you check daily

3. Job Objective (Strategic)

- ___ is specific and tailored to the job description

4. Education

- ___ lists current degree you are seeking with anticipated graduation date (month/year)
- ___ includes official university name and location
- ___ includes academic major (and minor if applicable) you are pursuing

5. Experience/School Projects

- ___ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- ___ includes dates of employment (month/year)
- ___ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)

5. Experience/School Projects (cont.)

- ___ uses action words to describe what you did on the job
- ___ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job
- ___ highlights your accomplishments and contributions to the organization
- ___ includes paid or unpaid volunteer, internship, or co-op experiences

6. Relevant Activities/Memberships

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

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 knowledge in MS Excel; working knowledge of JAVA; proficient in Twitter promotion)

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

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 highlight your skills to the specific 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 student employment or work-study positions*
- Begin searching for internships in your field*
- Get involved with student organizations and activities*
- Consider study abroad/study away*
- Consider research experience in your field*

UTEPEDGE

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