

# Grad Miner

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## EDUCATION

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*Master of Arts in Communication* Anticipated: May 20xx  
The University of Texas at El Paso (UTEP) Overall GPA: 4.0/4.0  
**Thesis: Exploring Organizational Culture and Leadership Styles in Non-profit Organizations.**

*Bachelor of Arts in Organizational & Corporate Communication with a minor in Marketing* Awarded: May 20xx  
The University of Texas at El Paso (UTEP) Overall GPA: 3.62/4.0  
Major GPA: 3.85/4.0

## Awards & Affiliations:

Dean's List—Fall 20xx, Spring 20xx  
UTEP Presidential Scholarship, Fall and Spring 20xx  
Future Leaders of Public Relations, Member; 20xx-Present

## RELATED EXPERIENCE

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*Graduate Student Assistant*, UTEP Student Engagement & Leadership Center, El Paso, TX Dec 20xx – Present

- Plan and coordinate weekly events promoting campus engagement with a team of five
- Develop graphics and designs through Canva and Adobe Suites software
- Prepare and manage monthly budget used for campus events and programs
- Have increased student participation on events by 20% by designing and implementing marketing strategies via social media outlets to increase student participation

*Special Events Assistant*, SMG Events, El Paso, TX Nov 20xx – April 20XX

- Assist Event Sponsorship Manager in planning of weekly events, event budgets of \$500 to \$3,000, and sponsorship presentations
- Prepared sponsor/media packages, and vendor/partner credential packets
- Coordinated and trained up to 35 event volunteer/staff per event, on set-up and tear down and on site operations
- Generated event press releases for 20 El Paso Live's special events

*Public Relations/Marketing Intern*, Latinitas LLC., El Paso, TX Jan 20xx – Oct 20xx

- Worked in a team of three in a two month span to fundraise \$2,000 and coordinate a summer leadership program
- Wrote weekly stories for online publication and press releases for upcoming conferences and special events
- Helped develop marketing and advertising for events and workshops via social media outlets
- Designed promotional materials and updated website on a daily basis

## OTHER EXPERIENCE

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*Substitute Teacher*, El Paso Independent School District (EPISD) El Paso, TX, Jan 20xx – May 20xx  
*Sales Associate*, Dillard's El Paso, TX, Dec 20xx – Sept 20xx

## SKILLS

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Proficient oral skills in English and Spanish and basic written skills in Spanish  
Extensive use of MS Word, Excel, and PowerPoint  
Advanced knowledge of Content management systems (CMS), Adobe Suites, and Dreamweaver



# GRADUATE STUDENT RÉSUMÉ

A résumé is intended to help an employer understand why you believe you can do the job you are applying for. Keep in mind, résumé formatting and style may vary depending on your experiences and preference.

## Breakdown by section:

### Contact information:

- Start with your full name at the top of the page (recommended size 14-16 point)
- Include your current and complete address
- List primary phone number. Be sure to have a professional voice message
- List a professional email address and remove hyperlink (blue link)
- No pictures or logos

### Summary of Qualifications (Replacing the Objective):

- Summary of Qualifications should be used when:
  - Experience and education do not clearly align with the job description
  - Résumé is longer than one page
- Summary of qualifications should:
  - Highlight related experience and accomplishments in 3-4 bullet points
  - Adjust section to address skills for each job
- Summaries **should not** be included if you have limited relevant work or volunteer experience

### Education:

- Degrees are listed in reverse chronological order (most recent first)
- High school is not listed unless graduation date is within the past year
- Include official name of university. Graduation date or anticipated date is listed (mm/yyyy)
- Include official degree name spelled out fully, example: Bachelor of Business Administration (not BBA).
- Include Minor if applicable
- Only list schools where degrees have been received or study abroad programs completed
- Showcase overall GPA/major GPA above 3.0 (Include scale e.g.: 3.5/4.0)
- List honors, awards, or activities with dates (this can be a separate section on the résumé if numerous)

### Experience/ Other Experience:

- Include job title, organization name, city, state, and/or country
- Include dates position held in reverse chronological order (mm/yy – mm/yy)
- Include all important/relevant work experience
- Use bullet points with strong action words to describe your experience. Bullet points should focus on your accomplishments in the position, unique qualities, and how it benefited the organization
- Quantify experiences with numbers (#), dollar figures (\$), or percentage changes (+ or -) as much as possible
- Avoid personal pronouns and refrains from writing in paragraph form
- Uses appropriate verb tense (past tense for older position, present tense for a current position)
- Include relevant paid, volunteer, internship or co-op experiences
- Maintain consistent format throughout
- Use **bold**, *italics*, and underline for emphasis (but do not overdo it)

### Skills:

- Skills should match the job requirements and be clarified by level of expertise (such as proficient, advanced, working knowledge, basic knowledge, etc.)
- List proficiency in oral or written language skills, i.e. fluent, native, basic
- List technical, hardware and software relevant to the position
- Include certifications/licensures and dates associated with them

