



Freshmina Miner

(915) 747-0000 | fminer@miners.utep.edu | [linkedin.com/freshminam](https://www.linkedin.com/freshminam)

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
- ___ includes telephone number with area code
- ___ includes UTEP or professional email address that you check daily and your [Linkedin URL](#)

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 paid/unpaid volunteer, internship, co-op experiences or projects completed while in high school (e.g. yearbook, technical projects)
- ___ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- ___ includes dates of employment (month/year)
- Accomplishment Statements:
- ___ highlights your accomplishments and contributions to the organization
- ___ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)
- ___ uses action words to describe what you did on the job (e.g. participated, collaborated, managed etc.)
- ___ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job (e.g. Managed five members...)

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)
- ___ includes athletic, fine arts, student council activities

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 Instagram promotion)

UTEPEDGE

This Edge experience can distinguish you and prepare you for leadership and lifelong success.



Consider applying for [student employment, work-study positions](#) or [internships or research experience](#) in your field



Consider study [abroad/study away](#)



Get involved with [student organizations and activities](#)

YOUR NEXT STEPS:

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

Updated: 06/2021



UNIVERSITY CAREER CENTER

IN-OFFICE & VIRTUAL
915-747-5640 | careers@utep.edu
Union West 103



@utepcareers

utep.edu/careers