

UNDERGRADUATE RÉSUMÉ SAMPLE

For a review, e-mail: careers@utep.edu

See more
documents here



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

06/20XX – Present

UTEP – Biology Department

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

Front Desk Student Employee

08/20XX – 05/20XX

UTEP – Liberal Arts Department

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
- Oversaw department in-coming email and ensured responses in a timely manner

VOLUNTEER EXPERIENCE

Volunteer Fundraiser

07/20XX – 08/20XX

Big Brothers Big Sisters of El Paso

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 (written and oral)
- Extensive use of MS Suite (Outlook, PowerPoint, Excel, Word and Publisher)
- 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 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

These Edge experiences can distinguish you and prepare you for leadership and lifelong success.



Consider applying for [student employment, work-study positions](#) or [internships](#) 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: 08/2021



UNIVERSITY CAREER CENTER

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