

FRESHMEN RÉSUMÉ SAMPLE: UNIV 1301

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

See more
documents here



Freshmina Miner

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EDUCATION

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

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

Graduated: 05/20XX

Honors & Activities

Top 10% of Class, Academic Decathlon Gold Medal for Speech, April 20XX;
Science Fair Participant 20XX, 20XX and 20XX

EXPERIENCE

Facilities Assistant at Climbing Gym 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
- Instruct visitors on climbing gym safety protocol and provide coaching and guidance
- Assure safety and sanitary requirements by cleaning and organizing areas before and after shifts

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

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

RELEVANT ACTIVITIES

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

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

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

- Assisted with design, layouts, and photography of a 100-page yearbook
- Managed and created social media content using InDesign to promote on Instagram
- Collaborated with three members and a school advisor on planning sessions and pre-production deadlines

SKILLS

- Fluent English, 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 with social media accounts media management (Instagram)

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 08/2023