



Bio Pete

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EDUCATION

Bachelor of Science in Biological Sciences

The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX

Anywhere High School, El Paso, TX

Graduated: 06/20XX

GPA: 99.9/100

Honors & Affiliations:

Top 5% of 20XX Class

Sweepstakes Science Fair Winner, 04/20XX

Anywhere High School Student Council, Treasurer, 05/20XX

HOSA Member, 09/20XX

SKILLS

- Lab skills: Lab safety, titrations, volumetric lab equipment
- Conversational Spanish and basic French
- Extensive use of MS Word and MS PowerPoint
- Familiar with MS Excel, Adobe Creative Suite, Schoology, Google Classroom and Canva

EXPERIENCE

Sales Associate

06/20XX – Present

H&M

El Paso, TX

- Handle an average of \$1,000 per day as a cashier and reconciled end-of-day sales
- Conduct monthly department inventory and reported discrepancies
- Assist customers in selecting clothing items and having extensive product knowledge

LEADERSHIP & VOLUNTEER EXPERIENCE

Robotics Innovators Club President

08/20XX – 06/20XX

Anywhere High School

El Paso, TX

- Coordinated weekly club meetings for a team of 20
- Served as a mentor to guide and train new and current team members
- Collaborated with school administration and club representative to secure \$250 for projects and competition entry fees

Volunteer

08/20XX – 09/20XX

Limbs International

El Paso, TX

- Contributed to patient assessment aiding in fitting and customization of prosthetic limbs to meet individual needs
- Promoted awareness of limb disabilities and advocating for inclusivity and accessibility through community outreach and educational programs
- Identified sponsors to help fund equipment by calling 40 key community members for donations

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: 7/23