

PSYCHOLOGY RÉSUMÉ SAMPLE

Email careers@utep.edu to have your résumé reviewed

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documents here



Ivan Pavlov

El Paso, TX | (915) 747-0000 | ipavlov@miners.utep.edu | in/ipavlov

EDUCATION

Bachelor of Science in Psychology with a minor in Chemistry
The University of Texas at El Paso (UTEP)

May 20XX
Overall GPA: 3.75/4.00
Major GPA: 4.00/4.00

Honors & Activities:

Psi Chi – Psychology Honor Society, Member, Fall 20XX – Present
American Chemical Society, Secretary, Fall 20XX – Present
Dean’s List – Fall 20XX and Spring 20XX

Relevant Courses

General Experimental Psychology
Cognitive Psychology

Advanced Statistics
Language & Cognition

EXPERIENCE

Undergraduate Research Assistant

March 20XX – May 20XX

UTEP – Psychology Department

El Paso, TX

- Help with research initiatives by gathering and interpreting surveys from five to ten participants each week
- Present findings to the supervisor and keep records of the experiments using SPSS
- Collaborate with a team of five students to perform experiments on social psychology related topics

Front Desk Assistant

March 20XX – May 20XX

UTEP – College of Liberal Arts Student Success Center (C.L.A.S.S.)

El Paso, TX

- Managed and directed incoming calls on a daily basis to the relevant department staff
- Arranged meetings for students and provided information about the guidance process
- Developed a new filing system to organize over 3,000 student files which resulted in a 16% increase in work productivity

VOLUNTEER EXPERIENCE

Volunteer

El Paso, TX

National Alliance on Mental Illness (NAMI) El Paso

July 20XX – October 20XX

- Coordinated efforts to secure sponsors for the annual NAMI Walks fundraising event
- Boosted sponsor donations by \$400 while collaborating with a team of four volunteers
- Raised awareness on mental health issues and worked towards breaking the associated stigma

SKILLS

- Bilingual: Fluent in Spanish and English
- Skilled in using Microsoft Word
- Experienced in utilizing Microsoft PowerPoint and Excel
- Knowledgeable in SPSS Statistical Software and Qualtrics Survey Software

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: 8/23