

UNDERGRADUATE LIBERAL ARTS RÉSUMÉ

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



Annalise Keating

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EDUCATION

Bachelor of Arts in Political Science with a minor in Communication Studies Anticipated: 05/20XX
The University of Texas at El Paso (UTEP) Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

Law School Preparation Institute (LSPI), UTEP 06/20XX – 07/20XX

Honors & Activities

Pi Sigma Alpha, Member, Fall 20XX – Present
American Political Science Association, Member, Spring 20XX – Fall 20XX
Liberal Arts Dean's List – Fall 20XX and Spring 20XX

Relevant Courses

International Relations | Politics in World Regions | Comparative Courts | Comparative Political System

RELATED EXPERIENCE

United States District Court for the Western District of Texas El Paso, TX
Office Intern 04/20XX – Present

- Manage all social media outlets, create content, respond to comments and track activity on a daily basis
- Write press release drafts and produce publication content, newsletter articles and other materials
- Attend with five to ten press conferences and produce summary reports

Texas Rio Grande Legal Aid Inc. El Paso, TX
Intern 08/20XX – 12/20XX

- Generated and posted daily content for social media to promote services and gain community support
- Reported key metrics across social channels using Hootsuite analytics
- Drafted weekly press releases, newsletter content and updated presentations

VOLUNTEER EXPERIENCE

Antonio Rios Senate Campaign El Paso, TX
Campaign Volunteer 01/20XX – 07/20XX

- Assisted with phone campaign to garner community support
- Delivered door-to-door flyers to market candidate's platform
- Conducted opposition research

SKILLS

English and Intermediate in Spanish (oral)
Proficient in MS Word
Extensive use of MS PowerPoint
Knowledgeable of social media (Instagram, X and LinkedIn) management

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