

Center for Student Professional Development

Graduate Career Development Essentials

Resume Basics

Getting started

First, get the necessary information on paper. Don't worry about format yet!

1. List your work experience, most recent first, including the job title, company, location, and the dates of employment.
2. List 3-4 key accomplishments for each work experience, using action verbs and specific results to describe your accomplishments.
3. Make a list of your related awards, certifications, and activities.
4. Make a list of competencies and technical skills, such as languages, software applications, and special training.
5. Using what you just wrote out for the above items, write 3-5 brief statements that summarize what makes you qualified for the specific job position you want.

Top Action Verbs

Achieved
Improved
Trained/Mentored
Managed
Created
Resolved
Increased/Decreased
Launched
Developed
Coordinated

No professional experience?

Use volunteer experiences, coursework, or activities to show marketable skills like organization, teamwork, initiative, communication, planning, technology, leadership and problem solving.

Template and Layout

Now, take what you've written and put it in resume form. The best format brings the **most important information to the top of the page**. A reviewer looks at a resume for **an average of 10 seconds**, so you need a **specific objective** and a **focused summary of qualifications** high on the page to make it easier for the employer to **see the connection** between **your skills and the position** you are applying for. The recommended template is on the next page.



Your resume should never include...

- Age or date of birth
- Marital status
- Gender
- Reasons for leaving previous job
- Race
- Religion
- Health
- A photo
- Salary information
- References



Fonts & Formatting

- Keep body text to 10-12pt
- Use one standard font like Arial, Georgia, Tahoma, Calibri, and Verdana
- Don't use italics or special characters.
- Don't use fancy bullets or symbols.

Resume length

- ★ If you don't have much work experience, keep your resume to one page.
- ★ If you have professional experience, your resume may be two pages (but no longer).
- ★ If your resume is two pages, include your name and "Page 2" at the top of the second page.

UTSA College of Business, Center for Student Professional Development
Recommended Resume Template for Graduate Students

FIRST AND LAST NAME

Local Address, City, State, Zip Code (*optional*)

Phone Number Email Address

(*Your LinkedIn Profile page*) <https://www.linkedin.com/profile/view>

CAREER OBJECTIVE

Seeking an entry-level position in ... (*A short statement specific to the position you are seeking. Customize for each job you apply for.*)

SUMMARY OF QUALIFICATIONS (*List 3-5 phrases indicating your skills and strengths that relate to job description*)

- Excellent communication skills, highly proficient in developing sales presentations
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EDUCATION

The University of Texas at San Antonio

Masters of Business Administration in (*indicate your major*)

Expected Graduation: December 2016

Cumulative GPA: 3.39

Major GPA: 3.88 (*Do not round up on GPA and only list it if is greater than 3.0*)

Relevant Coursework (*OPTIONAL List courses relevant to job posting*)***NOTE: Only list completed and/or currently enrolled courses**

- Organizational Communication • Intermediate Accounting II (currently enrolled)
- Aggregate Economic Analysis • International Marketing (currently enrolled)

The University of Texas at San Antonio

Bachelors of Business Administration

December 2014

PROJECTS (*OPTIONAL SECTION*) *use short descriptions with specific information about tools used and results obtained*

Sentiment Analysis: Performed sentiment analysis of a company's Facebook posts, implemented in R, with a R-Markdown final report.

Meal-kit Delivery Market Segmentation: Utilized national consumer survey data to perform factor analysis and cluster analysis related to meal-kit delivery market in SAS. Created Tableau storybook of results.

EXPERIENCE (*bulleted phrases with action verbs to highlight achievements. Current position is present tense. Previous use past tense*)

Management Trainee Intern – Enterprise Holdings, San Antonio, TX

August 2015 – Present

- Employee of the Month for May 2016
- Generate positive results by streamlining business processes and reducing errors by ...%
- Increase customer retention by ...% by providing on excellent customer service
- Prepare daily and weekly sales projections utilizing Microsoft Excel

Assistant Manager – Starbucks Coffee, San Antonio, TX

June 2013 – July 2015

- Supervised and trained 6 new baristas, focusing on their customer service skills
- Increased sales by ...% each quarter
- Coordinated with General Managers to introduce new products and increase sales

ACTIVITIES AND HONORS (*i.e. student organizations, volunteer activities, scholarships and academic achievements*)

- Business Student Council, President, UTSA January 2015 – Present
- McDermott Scholarship 2015 – 2016
- Dean's List, UTSA 2015 – 2016

ADDITIONAL SKILLS (*include computer and language skills and certifications*)

- Fluent in Spanish; conversational in French
- Microsoft Office – Word, Excel, PowerPoint, Outlook and Access
- Experienced with C++ and Java