

Include on every Resume:

Header, Education, and Experience

Optional Sections:

Skills, Co-Curricular Activities, Community Involvement, Projects, Exams, Awards

Header

A consistent header is used for your resume, cover letter and reference page. You may include an address, but it is not necessary.

Create a professional email address if you don't already have one; don't use an inappropriate email addresses such as "princess123@..." or hiremeplease@...

Education

Only include coursework if it is relevant to the position; coursework that is expected of your major does not need to be included.

There is no need to include your high school information, but do include any other form of education or training you may have received. Example: Certifications

You may include any honors you have received or study abroad experiences.

Experience

Experience should always be relevant to the position you are targeting. You may have had summer or part time jobs that relate to your targeted career field – be sure to include these. If you do not have related experience, utilize the experience you do have! Include paid and unpaid experiences.

Bulleted statements should fall below each position beginning with action verbs describing what you have accomplished.

Try this formula: Task, Action, Result

(Input 100+ data points into excel and access databases, analyzed versican protein study data with 100% accuracy, resulting in a confirmed hypothesis)

Quantify your accomplishments and contributions to give a clear picture to the employer. **End with the results you achieved.**

What to avoid

- ✓ "References available upon request"
- ✓ Writing paragraph descriptions
- ✓ Periods – bullets are NOT sentences
- ✓ Discussing politics, religion, family or citizenship status
- ✓ Objectives
- ✓ Generic wording and abbreviations

YOUR NAME

yourname@utexas.edu

(512) 555-5555

EDUCATION

Name of University, City, State

Graduation Date

Full Degree with Major

- GPA >3.0
- Honors

EXPERIENCE

Name of Company, City, State

Dates Employed

Title

- Include at least two bulleted statements under each experience
- Avoid using the same action verbs to begin each bullet
- Organize the sequence of bullets beginning with the most important accomplishment

SKILLS

- Include languages, computer skills and/or technical skills
- Include to what degree you have mastered the skill. Ex: Language fluency [Basic, Intermediate, Advanced, Fluent] or Technical skills [Exposure to, Proficient, Expert]
- Do not list soft skills such as leadership, teamwork and interpersonal skills. Instead, these should be demonstrated using examples in your "Experience" section.

CO-CURRICULAR ACTIVITIES

- Student organizations/leadership activities - positions held
- Professional memberships

COMMUNITY INVOLVEMENT

- Volunteer and leadership experience
- List your involvement and accomplishments for these projects

HONORS AND AWARDS

- Include only what is necessary, such as the honor/award name
- No need for details unless this is important to the targeted position