

Recommended Resume Template for Undergraduates

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 *(Optional-add if needed to supplement for work experience/activities)*

Seeking to apply proven communication, leadership and time-management skills to an internship at an energy company.
(This is a short statement that is specific to the position you are seeking)

SUMMARY STATEMENT *(Optional- add if needed to supplement for work experience/activities; List 3-5 phrases indicating your skills and strengths that relate to job description)*

- Results-oriented professional with a record of academic and extracurricular success and leadership experience
- Adept communicating effectively to solve problems and working on a team
- Time management and organizational abilities to meet deadlines

EDUCATION *(Do not include your High School Education)***NOTE: Do Not List Classes You Intend to Take*

The University of Texas at San Antonio

Bachelor of Business Administration in Management *(indicate your major)* Expected Graduation: May 2022

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 *(List courses relevant to your major or 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)*

Immersion program *(or Study Abroad)* – Kyoto University of Foreign Studies, Japan Summer 2021

Northwest Vista College, San Antonio, TX

Associate of Arts, Concentration in Business Administration May 2020

EXPERIENCE *(use bulleted phrases using action verbs to highlight achievements)*

Management Trainee Intern – Enterprise Holdings, San Antonio, TX August 2020 – Dec. 2020

- Generated positive results by streamlining business processes and reducing errors by 10%
- Improved customer retention by 25% by providing excellent customer service
- Prepared daily and weekly sales projections utilizing Microsoft Excel

Assistant Manager – Starbucks Coffee, San Antonio, TX June 2018 – July 2020

- Supervised and trained 6 new baristas, focusing on their customer service skills
- Increased sales by 15% each quarter
- Coordinated with general managers to introduce new products and maximize sales

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

- Career Action Program, UTSA – College of Business Spring 2021
- Business Student Council, President, UTSA August 2020 – Present
- McDermott Scholarship 2021– 2022
- Dean’s List, UTSA 2020 – 2021

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