

UTSA College of Business, Center for Student Professional Development
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 USAA (*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