

WHAT YOUR RÉSUMÉ SAYS ABOUT YOU

Juan Job
1201 W. University Drive, Edinburg, TX, 78539 (956) 555 - 5555, juan.job@utrgv.edu 5

CAREER OBJECTIVE
Seeking an entry-level position to obtain and develop skills resulting in mutual employee and employer growth.

1 **EDUCATION**
The University of Texas Rio Grande Valley Brownsville, Texas
Bachelor of Administration in Business Management Expected Graduation: December 20XX
Cumulative GPA: 3.39 Major GPA: 3.88

Relevant Coursework

- Organization Theory
- Managing Human Relations
- Principles of Management
- Principles of Marketing

EXPERIENCE

Enterprise Rent A Car -Management Trainee Intern – Brownsville, TX June 20XX – Present 6

- Awarded the employee of the month for the months of June, September, October, and November
- Generate positive results by focusing on customer service, employee development and profitability
- Reduce the car washing and vacuuming cost by 15% and increase customer satisfaction by 55%
- Prepare daily and weekly sales projections utilizing Microsoft Excel

University of Texas Rio Grande Valley, Student Career – Edinburg, TX June 20XX – May 20XX 7

- Supervised and trained 4-6 new student employees in resume and cover letter writing
- Increased revised resumes per week by 10%
- Coordinated with student organizations to create career advancement workshops

STUDENT LEADERSHIP

Student Government Association (SGA), President April 20XX-April 20XX

- Serve as official voice of the 2nd largest Hispanic serving institution, encompassing over 17,000 students
- Collaborate with the University's President, Provost, Vice President of Student Success and Deans organizing and presenting at various special speaking engagements ranging from 50 to 400 individuals
- Oversee 40 SGA members, office employee, 5 Interns and all programs implemented by the organizations
- Serve in various campus committees, reviewing university's policies, processes, and student issues

Campus Programming Board, Vice-President October 20XX-April 20XX 8

- Coordinated events benefiting students, dealing with textbooks, environmental awareness, and civic engagement, while managing an academic year budget of over 10,000 dollars
- Initiated a semester long on-campus recycling competition at the university's dormitories

ACTIVITIES AND HONORS

- Student Government Association, *President*, UTRGV April 20XX – Present
- Campus Programming Board, *Vice-President*, UTRGV April 20XX – Present
- Accounting Society, *Member*, UTB October 20XX – April 20XX
- University Scholarship October 20XX – May 20XX
- Dean's List, UTB Fall 20XX – Spring 20XX
- American Heart Association 5K Run, Volunteer Coordinator October 20XX – June 20XX
- Habitat for Humanity, Volunteer October 20XX – June 20XX

ADDITIONAL SKILLS

- Fluent in Spanish; conversational in French
- Microsoft Office – Word, Excel, PowerPoint, Access
- Familiar with C++ and Java
- CPR and First Aid Certification, valid through August 20XX

4

1

Education shows the employer that you possess relevant knowledge; you can be trained; you can meet deadlines; and are organized and have a strong work ethic

2

Being a leader on campus and gaining valuable work experience makes you look more attractive to employers.

3

Campus activities are fun, but they have a purpose too! Being in a club can show that you are a good team player, a leader, and that you have broad experience

4

Additional skills and certifications show that you go above and beyond to obtain and develop skills and certifications to become efficient and a valuable asset to the team.

5

Your contact information reflects your professionalism; it should be active and accurate. Your automatic answering message should be appropriate and your email address professional

6

Pre-professional experience shows future employers that you can apply what you have learned in the classroom

7

Having a campus job that utilizes what you have learned in the classroom is a plus. It shows that you have a genuine interest in your career

8

Shows that you are flexible, can manage your time, have good customer service and communication skills, can work in groups, and you've done this while attending college (Multi-tasking)