

Recommended Resume Template for Freshman Students

YOUR NAME

Local Address, City, State, Zip Code

Cell Phone, Email

CAREER OBJECTIVE *(This is a short statement that reflects the position you are seeking).*

Seeking an entry-level position in...

EDUCATION

The University of Texas Rio Grande Valley

Brownsville, Texas

Bachelor of Business Administration in ... *(Indicate your major).*

Expected Graduation: December 2020

Cumulative GPA: 3.39 *(If available). (Do not round up on GPA).*

Brownsville Early College High School

Brownsville, Texas

High School Diploma

May 2016

GPA: 3.61

RELEVANT EXPERIENCE *(Use bulleted phrases highlighting achievements relating to the job you are seeking).*

H-E-B – Cashier – Brownsville, TX

May 2015 – March 2017

- Provided excellent customer service skills at the central checkout service
- Interacted proficiently and professionally with customers, fellow store partners and managers
- Provided a friendly atmosphere and positive working relationships to assist customers' needs
- Handled different types of currency while operating a cash register

WORK EXPERIENCE *(Use bulleted phrases using action verbs to highlight achievements).*

Enterprise Rent A Car – Management Trainee Intern – Brownsville, TX

June 2014 – Present

- Awarded the employee of the month for...
- Generate positive results by focusing on customer service, employee development and profitability.
- Reduce the ... cost by ... % and increase customer satisfaction by ... %.
- Prepare daily and weekly sales projections utilizing Microsoft Excel.

LEADERSHIP EXPERIENCE *(Use bulleted phrases using action verbs to highlight achievements in student organizations).*

Computer Science Information Technology Club – Treasurer – Brownsville, TX

June 2015 – June 2016

- Increased the annual budget by...%
- Minimized expenses of... maximizing the total profit.
- Presented weekly and monthly profit projections to the club members and committee.
- Organized a road trip to an IT conference in Corpus Christi.

ACTIVITIES AND HONORS *(Include volunteering, scholarships and academic achievements. Include clubs (if only a member)).*

- French Club, Member, UTRGV Fall 2016 – Present
- Accounting Society, Member, UTRGV Fall 2016 – Present
- UTRGV Scholarship 2016 – 2017
- Stars Scholarship 2016 – 2017
- Top 10% of graduating class May 2016
- American Heart Association 5K Run, Volunteer Coordinator 2014 – 2015
- Habitat for Humanity, Volunteer 2014 – 2015

ADDITIONAL SKILLS *(Include computer and language skills and certifications).*

- 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 2017

REFERENCES

Provided Upon Request

Recommended Resume Template for Undergraduates

YOUR NAME

Local Address, City, State, Zip Code

Phone Number, Email Address

CAREER OBJECTIVE *(This is a short statement that reflects the position you are seeking).*

Seeking an entry-level position in...

EDUCATION

The University of Texas Rio Grande Valley Brownsville, Texas

Bachelor of Business Administration in ... *(indicate your major)* Expected Graduation: December 2020

Cumulative GPA: 3.39 Major GPA: 3.88 *(Do not round up on GPA).*

Relevant Coursework *(List only your upper-division courses in your major).*

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

Study Abroad – Kyoto University of Foreign Studies, Japan Summer 2017

Texas Southmost College Brownsville, Texas
Associate Degree in Business May 2015

******(It is not recommended to include your High School Education on your resume)******

RELEVANT EXPERIENCE *(Use bulleted phrases highlighting achievements relating to the job you are seeking).*

H-E-B – Cashier – Brownsville, TX May 2015 – March 2017

- Provided excellent customer service skills at the central checkout service
- Interacted proficiently and professionally with customers, fellow store partners and managers
- Provided a friendly atmosphere and positive working relationships to assist customers' needs
- Handled different types of currency while operating a cash register

WORK EXPERIENCE *(Use bulleted phrases using action verbs to highlight achievements).*

Enterprise Rent A Car – Management Trainee Intern – Brownsville, TX June 2014 – Present

- Awarded the employee of the month for...
- Generate positive results by focusing on customer service, employee development and profitability.
- Reduce the ... cost by ... % and increase customer satisfaction by ... %.
- Prepare daily and weekly sales projections utilizing Microsoft Excel.

LEADERSHIP EXPERIENCE *(Use bulleted phrases using action verbs to highlight achievements in student organizations).*

Computer Science Information Technology Club – Treasurer – Brownsville, TX June 2015 – June 2016

- Increased the annual budget by ... %.
- Minimized expenses of ... maximizing the total profit.
- Presented weekly and monthly profit projections to the club members and committee.

ACTIVITIES AND HONORS *(Include volunteering, scholarships and academic achievements. Include clubs (if only a member)).*

- Accounting Society, President, UTRGV 2014 – 2017
- University Scholarship 2014 – 2016
- Dean's List, UTRGV Fall 2016 – Spring 2016
- American Heart Association 5K Run, Volunteer Coordinator 2012 – 2014
- Habitat for Humanity, Volunteer 2010 – 2012

ADDITIONAL SKILLS *(Include computer and language skills and certifications).*

- 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 2018