

UTSA College of Business, Center for Student Professional Development
Recommended Resume Template for Undergraduates

YOUR NAME

Address
City, State, Zip Code
Phone Number
Email Address

CAREER OBJECTIVE (Optional)

Seeking an entry-level position in retail management. (*This is a short statement that reflects what position you are seeking and what you can bring to the company*)

SUMMARY OF QUALIFICATIONS

- Strong analytical, communication and organizational skills
- Other skills pertaining to the job you are applying for
- Other skills pertaining to the job you are applying for

EDUCATION

The University of Texas at San Antonio

Bachelor of Business Administration in Accounting
Cumulative GPA: 3.39 Major GPA: 3.88

Expected Graduation: December 2009
(*Do not round up on GPA*)

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

-
-

Senior Management Project: “*Understanding and Managing Four Generations in Today’s Workplace*”
– a guidebook for human relations offices

Alamo Community College, San Antonio, Texas
Associate Degree in Business, May 2004

EXPERIENCE

Management Trainee Intern – Enterprise Rent A Car – San Antonio, TX June – August 2008

- Conducted research into the relationship of...
- Reduced the ... cost by ... % and increased customer satisfaction by ... %
- Prepared a five year cost analysis projection of ...
- Awarded the ... recognition for superior customer service

Assistant Manager – Starbucks Coffee – San Antonio, TX June 2007 – May 2008

- Supervised and trained 4-6 new employees in the ... Department
- Increased sales by ... % on a quarterly basis
- Coordinated with ... Managers to introduce new products and increase sales

ACTIVITIES AND HONORS (*also use headings such as Memberships, Organizations, Volunteer Work*)

- Business Student Council, Student Chapter, UTSA, President – 2007 – 2008
- McDermott Scholarship, three years
- American Heart Association 5K Run, Volunteer Coordination, 2006 – 2008
- Habitat for Humanity, Volunteer, 2006-2009

ADDITIONAL SKILLS

- Fluent in Spanish; conversational in French
- MS DOS, Windows 95, Lotus 1-2-3, WP 6.1, D-Base, Excel
- CPR and First Aid Certification, valid through August 2010