

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**

Seeking an entry-level position in ... *(This is a short statement that is specific to the position you are seeking)*

**SUMMARY OF QUALIFICATIONS** *(List 3-5 phrases indicating your skills and strengths that relate to job description)*

- Excellent communication skills, highly proficient in developing sales presentations
- ....
- ....

**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** *(indicate your major)*

Expected Graduation: Spring 2016

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 2015

Northwest Vista College, San Antonio, TX

**Associate of Arts, Concentration in Business Administration**

May 2013

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

**Management Trainee Intern – Enterprise Holdings**, San Antonio, TX

August 2015 – Present

- Employee of the Month for December 2015
- Generate positive results by streamlining business processes and reducing errors by ...%
- Increase customer retention by ...% by providing on excellent customer service
- Prepare daily and weekly sales projections utilizing Microsoft Excel

**Assistant Manager – Starbucks Coffee**, San Antonio, TX

June 2012 – July 2015

- Supervised and trained 6 new baristas, focusing on their customer service skills
- Increased sales by ...% each quarter
- Coordinated with General Managers to introduce new products and increase sales

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

- Career Action Program, UTSA – College of Business Spring 2016
- Business Student Council, President, UTSA January 2014 – Present
- McDermott Scholarship 2013 – 2015
- Dean's List, UTSA 2013 – 2015

**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