

FIRSTNAME LASTNAME

FirstName.LastName@bbaXX.mcombs.utexas.edu
Street Address • City, State Zip • (512) 555-9999

← Use a professional email address.
Remove any hyperlink to your email address.

EDUCATION

List your actual grad date here.

The University of Texas at Austin

↑ Bold university names

Bachelor of Business Administration, Major
Minor: (if applicable)
Overall GPA: X.XX Major GPA: X.XX

May XXXX

[List International University]

Place notable mentions or achievements. →

[List Study Abroad Program in City, State]

Season XXXX

Contributed 60% of tuition and expenses.

EXPERIENCE

Most Recent Employer – Position Title; City, State

Month XXXX

[Optional if needed] Company descriptor here in italics to describe unfamiliar companies- Keep to 1 line.

- [Internship or part-time job dates can be denoted by the season and the year (ex. Fall, Spring, Summer and year)]
- [Be consistent with the use or non-use of periods at the end of each bullet]
- [Do not use 2 pages for on-campus resumes]
- [Recruiters will notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text. Edit carefully]

Employer – Position Title; City, State

Month XXXX

[Optional if needed] Company descriptor here in italics to describe unfamiliar companies- Keep to 1 line.

- [Start with a verb, describe one activity - Include specific actions and measurable results]
- [Use a variety of different verbs at the beginning of bullets to avoid repetition. (ex. Led, Supervised, Directed)]
- [Be specific when discussing how many people you have managed, how much money for which you were responsible, percent of sales gained or savings gained by process improvements]
- [Use strong action verbs to start bullets; do not open a resume bullet with: Responsible for... or Assisted with...]
- [Money is denoted: \$1K, \$1M, \$1B. Consult a Career Advisor on accomplishments in foreign currencies]
- [Showcase your transferable skills / strengths from former positions that are most relevant to a new position or industry you are looking to pursue after business school]
- [Avoid resume bullets with a “hanging word” – single words on their own lines. Make the best use of space on your resume]

ACADEMIC PROJECTS (optional)

Type of Project (ie. Web Design, Research etc.) – Client: Name of Client

Season XXXX

- [Start with a verb, describe one contribution you made to the project. Include specific actions and measurable results]

LEADERSHIP EXPERIENCE AND ACTIVITIES

Organization, Position

Fall XXXX – Present

- [Showcase your transferable skills / strengths from experiences that are most relevant to a new position or industry you are looking to pursue after business school]
- [Use Calibri font- address information and section headings set at 10.5 point font. Student’s name set at 14 point]
- [There is a full space between different sections, schools and employers. Spacer lines set at 8 point font]

HONORS

- [Showcase honor or achievement by title]

Season XXXX

- [If possible, note semester awards ie. University Honors] – Number of times recognized

Season XXXX

ADDITIONAL INFORMATION

[Personal information shared in the ADDITIONAL section should be interesting enough to be a “conversation starter”]
[Do not include any personal information such as birth date, marital status, number of children or religious affiliation]

Computer Skills: MS Word, Excel, PowerPoint, Access, PageMaker, SPSS, Dreamweaver

Languages: [Proficient, Fluent, Conversational, Working Knowledge, Basic Knowledge] in Spanish

Interests: Intramural sports, chess (optional) ← Showcase transferable skills.

Work Status: US Citizen, Permanent Resident, or Temporary Work Authorization (F-1 or J-1)