

SAMPLE RESUME

Your Name

Email Address | Phone Number | LinkedIn URL

EDUCATION

Bachelor of Arts in (major)

Month Year (or expected date)

University of Houston | Houston, TX

EXPERIENCE

Position Title

Month Year Started - Month Year Ended (or present)

Name of Company | City, State

- Use the formula Action Verb + Task + Result to format the bullets
- Put your strongest selling point first
- Focus on accomplishments and results, not just job duties

Position Title

Month Year Started - Month Year Ended (or present)

Name of Company | City, State

- If it happened in the past, make sure you use past tense verbs
- Avoid repetition: try not to use the same words and/or phrases repeatedly
- Quantify any results whenever possible and use industry/company keywords

SKILLS

- Computer skills, technical skills, certifications
- Language skills -fluent, bilingual, conversational
- No soft skills - ex:communication, teamwork, organization. Show these in job descriptions.

HONORS + ACTIVITIES

- Dean's List: List semesters
- Student Organization: Member, Years of involvement. If leadership role, list and discuss responsibilities.
- Volunteer Organization: Volunteer, Years of involvement

Valenti Office of Experiential Learning