

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 Expected Graduation: December 2009
Cumulative GPA: 3.39 Major GPA: 3.88 (*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 June 2007 – May 2008

Assistant Manager – Starbucks Coffee – San Antonio, TX

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