

First Name Last name (pronouns optional)

Professional Email Address - City, State, Zip – Phone - LinkedIn URL (if applicable)

EDUCATION

Bachelor of (Arts or Science) in _____ (major)

Month and Year of Graduation (or expected date)

University of Houston- Houston, Texas

Minor

Overall GPA or GPA in Major (Optional- Only if 3.0 or higher)

RELEVANT COURSEWORK (Pick 4-6 relevant courses)

CLASS ONE

CLASS TWO

CLASS THREE

CLASS FOUR

CLASS FIVE

CLASS SIX

ACADEMIC PROJECTS

Project Name, University of Houston

Month Year

- Projects could include: team or individual projects, laboratory reports/projects, research papers
- Independent projects (outside of the classroom projects could also be listed, as long as they are relevant)
- List your tasks and what you learned/skills you gained
- Use strong verbs to explain what you did and quantify, if possible

EXPERIENCE (“Work” - “Relevant” - “Research” - “Leadership” Experience)

Position Title

Month Year - Month Year

Name of Business or Organization, 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
- Provide as much detail about your responsibilities as possible

Position Title

Month Year - Month Year

Name of Business or Organization, 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 over and over again
- Quantify any results whenever possible and use industry keywords/buzzwords

SKILLS & COMPETENCIES

Computer skills, technical skills, certifications

Language skills (fluent, bilingual, conversational)

(No soft skills - “communication, teamwork, organization...etc.”)

HONORS

- Dean’s List: List semesters or range of semesters
- Include any Scholarships,

Year Awarded

ACTIVITIES (“Leadership” - “Involvement” - “Professional Development” - “Volunteer Experience”)

- Student Organization, Member, Year(s) of involvement (If leadership role, list and discuss responsibilities)
- Volunteer Organization, Volunteer, Year(s) of involvement



University Career Services
Division of Student Affairs