

FRESHMEN RÉSUMÉ SAMPLE: UNIV 1301

For a review e-mail: careers@utep.edu

See more
documents here



Freshmina Miner

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EDUCATION

Bachelor of _____ ([degree](#)) in _____ ([major](#)) Anticipated: 05/20XX
The University of Texas at El Paso (UTEP)

Honors & Activities

UTEP Excellence Scholarship, Fall 20XX; UNIV 1301 Community Service Pathway, Fall 20XX;
UTEP Army ROTC Cadet, Fall 20XX

Name of High School, City, State

Graduated: 05/20XX

Honors & Activities

Top 10% of Class, Academic Decathlon Gold Medal for Speech, April 20XX;
Science Fair Participant 20XX, 20XX and 20XX

EXPERIENCE

Facilities Assistant at Climbing Gym 09/20XX – Present
UTEP Student Recreation Center El Paso, TX

- Welcome approximately 100 students and guests entering facility on a daily basis, conduct tours for visitors, verify memberships and answer general facility and fitness program questions
- Instruct visitors on climbing gym safety protocol and provide coaching and guidance
- Assure safety and sanitary requirements by cleaning and organizing areas before and after shifts

Sales Associate 01/20XX – 08/20XX
Academy Sports & Outdoors El Paso, TX

- Assisted over 30 customers on a daily basis with finding their shoe size and other needs
- Managed up to \$500 in transactions and returns at the cash register
- Organized and stocked shoes and accessories using store database

RELEVANT ACTIVITIES

Basketball Team at _____ High School 07/20XX – 08/20XX
Co-Captain El Paso, TX

- Led a team of 20 players and helped creating game plans
- Coordinated fundraisers to help with travel expenses for out-of-town tournaments

Yearbook Committee at _____ High School 07/20XX – 08/20XX
Member El Paso, TX

- Assisted with design, layouts, and photography of a 100-page yearbook
- Managed and created social media content using InDesign to promote on Instagram
- Collaborated with three members and a school advisor on planning sessions and pre-production deadlines

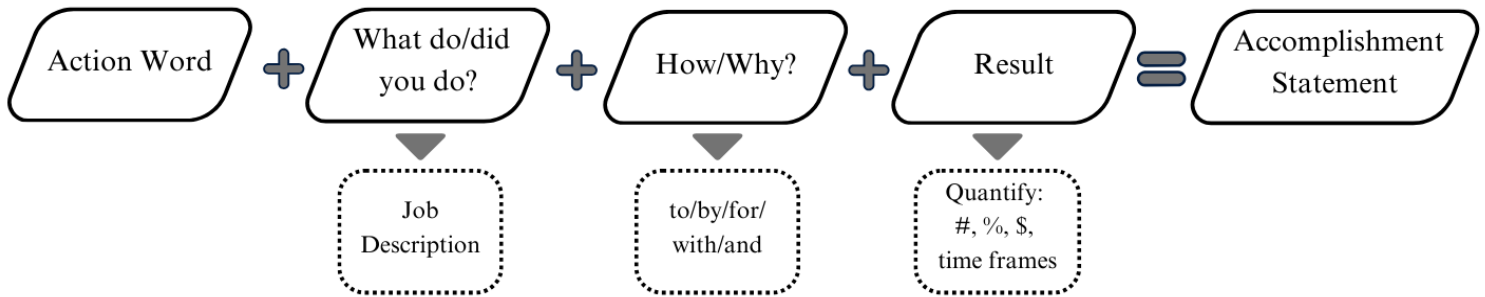
SKILLS

- Fluent English, conversational Spanish and basic French
- Extensive use of Photoshop, MS Word, and MS PowerPoint
- Familiar with InDesign, MS Excel, Nearpod, Schoology, and Google Classroom
- Familiar with social media accounts media management (Instagram)

Accomplishment Statements

Accomplishment Statements are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

See examples of accomplishment statements in the “Experience Section” on page one.



Action Words

Verbs that strongly promote your skills and accomplishments.

Communication (Oral/Written)

Address	Demonstrate	Express	Review
Author	Draft	Interpret	Speak
Share	Edit	Persuade	Write
Convey	Negotiate	Present	Respond
Network	Connect	Promote	

Teamwork/Collaboration

Assist	Consolidate	Organize	Schedule
Brainstorm	Construct	Orient	Supervise
Calculate	Demonstrate	Plan	Support
Collaborate	Envision	Process	Unite

Critical Thinking/Problem Solving

Analyze	Devise	Increase	Research
Assess	Diagnose	Integrate	Supervise
Compare	Evaluate	Measure	Synthesize
Determine	Execute	Organize	Verify

Technology

Access	Design	Implement	Maintain
Analyze	Develop	Integrate	Manage
Calculate	Engineer	Install	Troubleshoot
Coordinate	Program	Launch	Organize
Deliver			

Leadership

Administer	Encourage	Guide	Oversee
Assess	Establish	Manage	Recruit
Clarify	Facilitate	Mentor	Supervise
Create	Direct	Motivate	Train
Delegate			

Professionalism/Work Ethic

Achieve	Deliver	Exceed	Produce
Act	Demonstrate	Handle	Reach
Adapt	Drive	Improve	Simplify
Evaluate	Establish	Implement	Work

Career & Self Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Updated: 6.20.24