

# UNDERGRADUATE RÉSUMÉ SAMPLE

For a review, e-mail: [careers@utep.edu](mailto:careers@utep.edu)

See more  
documents here



## Ima Miner

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### EDUCATION

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Bachelor of Science in Biology with a minor in Chemistry  
The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX  
Overall GPA: 3.75/4.00  
Major GPA: 4.00/4.00

#### Honors & Activities

Dean's List – Fall 20XX and Spring 20XX

American Society for Biochemistry and Molecular Biology Student Chapter, Member, Fall 20XX – Present

### EXPERIENCE

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#### Undergraduate Research Assistant, Dr. Maria Maldonado

UTEP – Biology Department

06/20XX – Present  
El Paso, TX

- Collect water samples at local reservoir and analyze data using MS Excel
- Present analysis to supervisor using MS PowerPoint and maintain logs of experimental data and summary report findings
- Work with a team of five other students to use different instrumentation to conduct experiments regarding biological anomalies
- Participate in weekly group discussions to share research updates and upcoming requirements

#### Biological Science Intern

Conservation Legacy

05/20XX – 08/20XX  
Roswell, NM

- Assisted the Wildlife Biologist at the Bitter Lake National Wildlife Refuge by conducting research and maintained detailed record of activities on the Federally Threatened Wright's marsh thistle
- Develop written protocol for insect pest surveys and seed collection for future data retrieval
- Conducted water quality monitoring, maintained water control structures, and assisted with managing water levels in wetlands

### VOLUNTEER EXPERIENCE

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#### Member

American Society for Biochemistry and Molecular Biology Student Chapter

09/20XX – Present  
El Paso, TX

- Attend weekly chapter meetings and actively participate in discussions, activities, and projects
- Promote fundraising events through various channels like social media and posters

#### Volunteer Fundraiser

Big Brothers Big Sisters of El Paso

07/20XX – 08/20XX  
El Paso, TX

- Increased contributions by \$500 quarterly by leading eight volunteers to organize new fundraising events
- Coordinated three events to help increase community involvement

### SKILLS

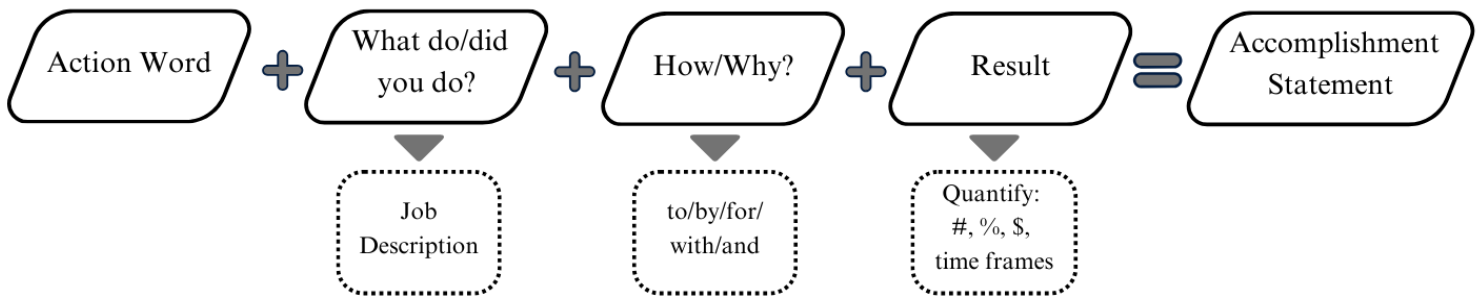
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- Bilingual: Spanish and English (written and oral)
- Familiar with Adobe Creative Suite

# 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: 06/24/24