## SAMPLE RESUME

# [FIRST NAME] [LAST NAME]

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

#### **SUMMARY OF QUALIFICATIONS ("Professional Profile")**

- 3 or 4 bullet points summarizing all relevant professional experience or academic excelence
- Paragraph summarizing all professional experience (i.e. "Professional with over 10 years of project management experience..")

#### CORE COMPETENCIES (6-8 skills or competencies relevant to the job posting)

Core 1 Core 2 Core 3 Core 4 Core 5 Core 6 Core 7 Core 8

#### PROFESSIONAL EXPERIENCE ("Work" - "Relevant" - "Research")

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

Position Title Month Year - Month Year

Name of Business or Organization, City, State

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### **TECHNICAL SKILLS / CERTIFICATIONS**

Computer skills, technical skills, certifications Language skills (fluent, bilingual, conversational) (No soft skills - "communication, teamwork, organization..etc")

#### VOLUNTEER EXPERIENCE ("Leadership" - "Involvement" - "Professional Development")

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

#### **AWARDS**

Work experience related awards or professional organization awards or recognition

#### **EDUCATION**

Bachelor of Arts (or Science) in \_\_\_\_\_ (major)
University of Houston- Houston, Texas

Month and Year of Graduation

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