

ALUMNI 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 excellence
- 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)

Month and Year of Graduation

University of Houston- Houston, Texas

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