All margins should be a minimum of 1/2 inch
Use 14-16 pt., bold font to delineate name
Use professional or utexas email address
Remove hyperlink to email address

Keep resume to 1 pg. & font size between 10-12 pt.
Utilize an easy-to-read font such as Arial, Calibri, or Garamond

FIRSTNAME LASTNAME

↓ Include LinkedIn profile link [Optional]

userid@calpoly.edu • (###) ###-#### • LinkedIn.com/in/FirstLast

Including a street address is optional, but may be advantageous when recruiting outside of Texas. Speak to a Career Coach to determine when to include an address.

↑ Include Github or other online profile link [Optional]

EDUCATION

California Polytechnic State University, San Luis Obispo — Bachelor of Business Administration, Major — June XXXX

↑Major must be officially declared

Anticipated graduation date ↑

[Optional] Highlight an additional area of study, specific/relevant courses, or an academic certificate

Minor: Area of study
Additional Coursework in [Area of study], XX hours

↑ Completed hours w/ grades posted

Overall GPA: X.XX

↑Do not round up GPA; truncate after two decimal places

[List International University] — [List Study Abroad Program in City, Country] — Semester XXXX

↑ Study abroad [Optional]

Denote work experience by months or semesters & year; be consistent within each section ↓

EXPERIENCE

Current Employer - *Position Title;* City, State — Month XXXX - Present

Only include current or past positions, not future positions

Company descriptor here in italics to describe unfamiliar companies—Keep to 1 line [Optional]

- [Resume bullet = Strong **ACTION VERB** + Description of **ACTIVITY** or **SKILL** + End **RESULT /ACCOMPLISHMENT** and/or **PURPOSE**]
- [Use a variety of strong action verbs at the beginning of bullets and avoid repetition (e.g., Led, Supervised, etc.)—do not begin a bullet with a weak/missing verb (e.g., Responsible for… Assisted with… Worked on… Helped…). Refer to Action Verbs on page 4-5]
- [Include specific actions and measurable results—specify how many people you managed, amount of money saved, earned, or managed, percent of sales gained, or savings gained by process improvements]
- [Resume bullets are not sentences—remove pronouns (I, me, my, we, us, our) and limit articles (a, an, the) and helping verbs (had, have, may, might, forms of "to be": am, is, are, was, were) when writing resume bullets; these words are assumed by reader]
- [Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry]
- [List experience in reverse chronological order; use present tense for current positions and past tense for previous experiences]

Previous Employer - *Position Title;* City, State — Month XXXX - Month XXXX

- [Recruiters notice poor formatting, incorrect grammar, spelling errors, and sloppy bullet text—edit carefully]
- [Try to use at least two bullets for each work experience; do not use periods at the end of each bullet]
- [Avoid resume bullets with a "hanging word"—single words on their own lines]
- [Use consistent spacing and a consistent font throughout header, section headings, and content sections]
- [There is a full space between different sections, schools, and employers—be sure spacing is consistent]
- [Write numbers from zero through ten as words and write numbers above ten as numerals; money is denoted: $1K, $1M, $1B]

↑ Ensure that dashes & hyphens are a consistent size throughout resume

SKILLS SECTION OPTIONAL

Include this section if you have made a significant contribution or gained transferrable skills from an academic project (preferably in upper-division coursework; esp. relevant for technical projects) [Optional]

If no client, list detailed description, e.g., Shopping App Development

ACADEMIC PROJECTS

Course Number & Type of Project (e.g., Web Design, Research.) - *Client: Name of Client* — Semester XXXX

- [Start with a verb, describe contributions you made to the project—include specific actions and measurable results]

Typically, leadership experience will be denoted by semester & year ↓

LEADERSHIP EXPERIENCE AND ACTIVITIES

Organization - *Position* — Semester XXXX - Present

- [List leadership involvement in order of importance or reverse chronological order—if you were president of a student organization, feel free to list that first even if it's not a business organization]
- [Showcase transferable skills/strengths from your extracurricular activities that are most relevant to desired position or industry]
- [If you list an activity on your resume, be prepared to discuss it in a meaningful way in an interview]

HONORS

- [Showcase honor or achievement by title and description of achievement if desired] — Semester XXXX
- [If possible, note semester awards (e.g., University Honors - number of times recognized)] — Semester XXXX

ADDITIONAL INFORMATION

Do not include personal information such as birth date, marital status, or religious affiliation

Computer Skills: List specific software you are proficient in, especially highlighting those that are relevant to the role
Certifications: Include name and year of certifications/licenses that are relevant to the position/industry
Languages: [Fluent, Working Knowledge, Conversational, or Basic Knowledge] in [languages other than English]
Interests: Unique interests and/or transferable skills showcased should be interesting enough to be a "conversation starter"

Place ***academic certificates*** in the education section

Work Eligibility: Eligible to work in the U.S. with no restrictions

↑ U.S. citizens and U.S. permanent residents use this verbiage

Eligible to work in the U.S.; will require visa sponsorship for full-time employment

↑ Non-U.S. citizens on F-1 visa use this verbiage

Cameron (Cam) Longhorn

Cam.Longhorn@utexas.edu • (512) 555-9999 • LinkedIn.com/in/CamLonghorn

EDUCATION

The University of Texas at Austin — Bachelor of Business Administration, Supply Chain Management — May 2022
Minor: Finance
Certificate: Digital Arts & Media
Overall GPA: 3.55

Universidad de Deusto — Spanish Language and Culture Program in Bilbao, Spain — Fall 2019

EXPERIENCE

IBM - *Operations Intern;* Austin, TX — June 2021 - Present

- Update six productivity reports regarding orders, shipments, revenues, and margins on a daily basis
- Reduce shipment down-time by 25%, allowing orders to increase by 30% for Southwest region
- Forecast inventory of computer hardware and process 50 client payments daily to ensure adequate supply

Paramount, Inc. - *Accounting Intern*; Los Angeles, CA — May 2020 - August 2020

- Tracked quarterly operating budget of approximately $50K for costume department
- Prepared 25 detailed financial reports monthly in Excel for upper management to assess progress on goals

Frida's Tex-Mex Kitchen - *Server*; Austin, TX — July 2019 - December 2019, September 2020 - May 2021

- Managed up to six tables while maintaining professional demeanor as part of a dynamic services team
- Exhibited thorough knowledge of food and beverage menu and upsold to 75% of customers on a daily basis

ACADEMIC PROJECTS

OM 366P Operations Management Practicum - *Client: Texas Instruments* — Fall 2020

- Analyzed and validated reverse logistics processes, with practicum team, to ensure visibility of return inventory and costs
- Recommended changes to plant layout to improve efficiency of return process and cross-functional communication
- Identified potential cost savings of $12K annually through new recycling program

LEADERSHIP EXPERIENCE AND ACTIVITIES

Supply Chain Management Student Organization (SCMSO) - *Vice President (Spring 2020 - Present)* — Fall 2018 - Present

- Direct corporate outreach and programming for weekly member meetings, social events, and community events
- Coordinated four recruitment events in two weeks, resulting in induction of 20 new members
- Increased membership by 20% through expanded print and Facebook social media marketing campaign

Undergraduate Business Council - *Orientation Committee Member* — Fall 2020 - Spring 2021

- Planned and facilitated virtual team building activities for 850 incoming freshmen to encourage acclimation to McCombs
- Created 40 marketing and orientation materials using Photoshop and InDesign to promote organization to new students

University Yoga Club - *Active Member* — Spring 2019 - Present

HONORS

- Presidential Achievement Scholarship — Fall 2018 - Present
- University Honors (4 semesters) — Fall 2019 - Spring 2021

ADDITIONAL INFORMATION

Computer Skills: Python, SPSS, Photoshop, InDesign, MS Excel (Pivot tables, VLOOKUP), Word, PowerPoint, Canva
Certifications: Microsoft Office Specialist Certification (2019), Bloomberg (in progress)

Languages: Fluent in Spanish**,** Basic Knowledge in Urdu
Interests: Architecture, Ultimate Frisbee, Fantasy Football, Bass Guitar, Data Analytics
Work Eligibility: Eligible to work in the U.S. with no restrictions

Alternative Experience & Activities

You can address alternative work experience, including shortened/cancelled internships or independent projects, on your resume. Recruiters want to see how you use your time to build skills and strengthen your candidacy for future roles. These should be in chronological order with your other experience and should convey the scope and scale of your independent projects and training. The examples below highlight how to present different kinds of experiences; use the format and headings that best align with your experience. We recommend making an appointment with a Career Coach to discuss your individual circumstances and what specific details are most relevant to include on your resume.

CANCELLED INTERNSHIP EXAMPLE

EXPERIENCE

Independent Projects & Training (completed in place of cancelled CompanyName internship) June 2020 - August 2020
Specialized Training
- Completed *SQL Essential Training* and *Six Sigma Foundations* courses on LinkedIn Learning
- Created blog and developed content on supply chain in the age of COVID-19: CamLonghornSCM.blogspot.com

Summer Classes/Practicum June 2020 - August 2020
- Completed OM 337.4: IT for Supply Chains and OM 338: Supply Chain Modeling and Optimization

Projects & Research June 2020 - August 2020
- Contributed to Dr. Arjun Patel's research, focused on technology's impact to the healthcare supply chain

ALTERNATIVE INTERNSHIP EXAMPLE – SIMULATED INTERNSHIPS (e.g., Forage)

Virtual work experience programs replicate work at top companies, and connect students to the companies themselves. In a short time, learn relevant tools and skills necessary to complete similar tasks during their work day. Virtual work experience programs are typically free, open-access, and self-paced. No experience or application is required. Virtual work opportunities are included under "Leadership Experience and Activities."

LEADERSHIP EXPERIENCE AND ACTIVITIES

PwC Virtual Experience Program Participant (8 hours) June 2021
Participated in the open access PwC Virtual Experience Program with Forage
- Discovered tech-powered enablement, leading to real-time insights for client's digital transformation
- Created scoring algorithms and implemented company-wide change management programs

MICRO-INTERNSHIP EXAMPLE

Micro-internships are typically short-term, paid, professional projects. Work is done for a specific project and ends at the completion of the project, sometimes as short as a week. Micro-internships are included under "Experience."

EXPERIENCE

Parker Dewey - *Independent Contractor for Arrive Logistics* December 2020
- Conducted client forecasting for their sales pool for the next fiscal year
- Restructured sales compensation packages to decrease overhead costs by 7%

OTHER SUMMER ACTIVITIES EXAMPLE

EXPERIENCE

Independent Projects & Training June 2020 - August 2020
Specialized Training
- Completed *Beginner to Pro in Excel: Financial Modeling and Valuation* on Udemy
- Completed *Analyze Financial Data with Python* on Codecademy

Summer Classes/Practicum June 2020 - August 2020

- Completed FIN 374C: Valuation and FIN 376: International Finance

Projects & Research June 2020 - August 2020

- Contributed to Dr. Laura Johnson's research, focused on corporate governance and institutional investors

Action Verbs by Skill Set

Administrative	**Communication**	**Creative**	**Development**
Administered	Addressed	Conceptualized	Analyzed
Arranged	Advocated	Created	Designed
Authorized	Authored	Customized	Developed
Compiled	Consulted	Designed	Established
Monitored	Corresponded	Displayed	Expedited
Operated	Directed	Fashioned	Formulated
Planned	Interpreted	Integrated	Founded
Prepared	Interviewed	Invented	Implemented
Processed	Negotiated	Modeled	Launched
Standardized	Presented	Performed	Surveyed

Financial	**Leadership**	**Management**	**Marketing**
Accounted	Coordinated	Appointed	Advertised
Allocated	Designed	Assigned	Customized
Analyzed	Evaluated	Chaired	Distributed
Audited	Executed	Delegated	Implemented
Balanced	Facilitated	Directed	Initiated
Budgeted	Initiated	Established	Participated
Computed	Managed	Hosted	Presented
Forecasted	Organized	Oversaw	Promoted
Projected	Presided	Planned	Publicized
Tracked	Spearheaded	Supervised	Recruited

Mentorship	**Organizational**	**Problem Solving**	**Research**
Advised	Coordinated	Clarified	Analyzed
Coached	Facilitated	Enhanced	Critiqued
Educated	Categorized	Evaluated	Evaluated
Guided	Compiled	Investigated	Examined
Informed	Consolidated	Modified	Extracted
Instructed	Maintained	Negotiated	Formulated
Mediated	Monitored	Recommended	Interpreted
Mentored	Organized	Solved	Measured
Motivated	Systemized	Strengthened	Solved
Trained	Updated	Transformed	Summarized

Technical	**Training**
Adapted	Adapted
Assembled	Advised
Computed	Assisted
Converted	Clarified
Devised	Communicated
Engineered	Explained
Operated	Facilitated

Programmed
Reconciled
Upgraded
Familiarized
Informed
Instructed

Action Verbs by Outcomes

You Led a Project
Chaired
Controlled
Coordinated
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Produced

You Supported Customers
Advised
Advocated
Arbitrated
Coached
Consulted
Educated
Fielded
Informed
Resolved

You Brought a Project to Life
Built
Created
Designed
Developed
Devised
Engineered
Established
Implemented
Initiated
Launched
Pioneered
Spearheaded

You Saved Company Time/Money
Conserved
Consolidated
Decreased
Diagnosed

You Managed a Team
Cultivated
Directed
Facilitated
Guided
Hired
Mentored
Motivated
Recruited
Shaped
Supervised
Trained

You Changed/Improved/ Increased Something
Centralized
Converted
Customized
Enhanced
Generated
Influenced
Merged
Modified
Overhauled
Refocused
Restructured
Revamped
Simplified
Standardized
Streamlined
Systematized
Transformed

You Achieved Something
Attained
Awarded
Completed
Demonstrated
Reached
Showcased
Surpassed

You Communicated
Authored
Briefed
Conveyed
Corresponded
Documented
Edited
Lobbied
Promoted
Publicized
Reviewed

You Oversaw/Regulated
Authorized
Delegated
Enforced
Ensured
Inspected
Monitored
Screened
Scrutinized
Verified

You Researched
Analyzed
Assessed
Audited
Discovered
Evaluated
Examined
Forecasted
Interpreted
Measured
Quantified
Surveyed
Tested