

BEVO LONGHORN

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EDUCATION

The University of Texas at Austin, Austin, TX *(Anticipated graduation date)* Month Year
Bachelor of Science, Major
GPA *(>= 3.0 – only carry out to 2 decimal places i.e. 3.25 or 3.51)*
Certificate or Minor in _____
Relevant Coursework: *(Optional, only list a couple of the most relevant courses taken)*

EXPERIENCE

(List in reverse chronological order – most recent experience first, oldest experience last)

MOST RECENT EMPLOYER, City, State *(Abbreviated)* Month Year - Present
Position Title

- Text *(Lead with **STRONG** action verb, describe task/duty, your actions and the result)*
- Text
- Text

EMPLOYER, City, State Month Year - Month Year
Position Title

- Text
- Text
- Text

PROJECTS

(Optional section – move this section above the experience section if your projects are more relevant to your interests)

- **PROJECT NAME:** Text *(List a description of academic or personal projects relevant to industry of interest, including results/accomplishments/outcomes/skills used - follow the same bullet point formula from experience)*
- **PROJECT NAME:** Text

LEADERSHIP & COMMUNITY INVOLVEMENT

(Optional section)

ORGANIZATION, City, State Month Year - Month Year
Position Title

- Text *(Volunteer positions, student organizations, campus engagement - follow the same bullet point formula from experience)*
- Text

ORGANIZATION, City, State Month Year - Month Year
Position Title

- Text
- Text

SKILLS

Technical/Computer Skills: *(Level of proficiency / level of exposure; example: Intermediate Excel, Basic SQL)*

Languages: *(Basic, Intermediate, Advanced, Fluent)*

Certifications: *(Optional)*

HONORS AND AWARDS

(Optional section, if you only have 1-2 honors/awards, consider removing this section and adding them to your education section instead. Example: Honors & Awards: Fulbright Scholar Program, College Scholar, University Scholar)

- Honor/Award *(Include only what is necessary, such as the honor/award name - no need for details)*
- Honor/Award