

Resume should be no more than one page long
Margins should be consistent and 0.5in minimum
Use a font size between 10-12 pt.
Utilize an easy-to-read font such as Arial,
Calibri, or Times New Roman

RecruitMcCombs BBA Resume Template & Guidelines

FIRSTNAME LASTNAME Use 14-16 pt., bold font for your name

FirstName.LastName@utexas.edu • (###) ###-#### • LinkedIn.com/in/FirstLast • Github.com/username

Use professional or utexas email address
and remove blue hyperlink

Including a city/state is optional but may be
advantageous when recruiting outside Texas

↑ [Optional] Include LinkedIn profile link,
and/or professional website portfolio link

EDUCATION

The University of Texas at Austin

Bachelor of Business Administration, Major

May XXXX

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

Minor: Area of study

↑ Major must be officially declared

Anticipated graduation date ↑

Additional Coursework in [Area of study], XX hours

← Completed hours w/ grades posted

Overall GPA: X.XX

[List International University]

[List Study Abroad Program in City, Country]

Semester XXXX

↑ [Optional] Study abroad experience

Denote work experience by Month/Year or
Semester/Year; be consistent within each section ↓

EXPERIENCE

Current Employer - Position Title; City, State ← Only include current or past positions, not future positions

Month XXXX - Present

- [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, Managed, 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 pages 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; reader assumes these words]
- [Showcase transferable skills/strengths from former positions that are most relevant to desired position or industry]
- [List experiences in reverse chronological order; use present tense for current positions and past tense for previous experiences]

CONTENT TIPS

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 zero through nine as words, and write 10 and above as numerals. Money is denoted: \$1K, \$1M (or \$1MM), \$1B.

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

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

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

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]
- [If possible, note semester awards (e.g., University Honors - number of times recognized)]

Semester XXXX

Semester XXXX

ADDITIONAL INFORMATION ← Do not include personal information such as birth date, marital status, or religious or political affiliations

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

Place UT academic
certificates in the
education section at top

Languages: [Basic Knowledge, Intermediate, Advanced, Native or Fluent] in [languages other than English]

Ok to remove if
not relevant for
industry/position

Interests: Unique interests and/or transferable skills showcased should be interesting enough to be a “conversation starter”

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

Non-U.S. citizens in a visa status other than F-1, see a Career Coach to determine 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 Minor: Finance Certificate: Digital Arts & Media Overall GPA: 3.55	May 2024
Universidad de Deusto	Spanish Language and Culture Program in Bilbao, Spain	Fall 2022

EXPERIENCE

IBM - Operations Intern; Austin, TX June 2023 - Present

- Update six key productivity reports daily regarding orders, shipments, revenues, and margins for informed decision-making
- Reduce shipment downtime by 25%, allowing order volume to increase by 30% for Southwest region
- Forecast inventory of computer hardware and process 50 client payments daily, minimizing inventory shortages and excesses

Cam's Creations - Founder; Remote June 2020 - Present

- Established eCommerce presence on Etsy, leveraging artistic and business skillset to create, market, and sell custom digital artwork
- Developed comprehensive business plan and pricing structure through in-depth competitor research to maintain profitability

Paramount, Inc. - Accounting Intern; Los Angeles, CA May 2022 - August 2022

- Tracked quarterly operating budget of approximately \$50K for costume department, identifying areas for cost optimization
- Generated 25 detailed financial reports monthly in Excel for upper management, providing clear assessment of goal progress

Frida's Tex-Mex Kitchen - Server; Austin, TX July 2021 - December 2021, September 2022 - May 2023

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

PROJECTS

OM 366P Operations Management Practicum - Client: Texas Instruments Fall 2022

- 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 and delivered proposal to upper management

LEADERSHIP EXPERIENCE AND ACTIVITIES

Supply Chain Management Student Organization (SCMSO) - Vice President (Spring 2022 - Present) Fall 2020 - Present

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

Undergraduate Business Council - Orientation Committee Member Fall 2023 - Spring 2023

- Planned and facilitated large-scale team-building activities for 850 first-year students to foster sense of belonging and community
- Created 40 marketing and orientation materials using Canva to promote organization effectively to prospective members

University Yoga Club - Active Member Spring 2021 - Present

HONORS

- Presidential Achievement Scholarship Fall 2020 - Present
- University Honors (4 semesters) Fall 2021 - Spring 2023

ADDITIONAL INFORMATION

Computer Skills: Python, R Studio, SPSS, MS Excel (Pivot Tables, VLOOKUP), Word, PowerPoint, Canva

Certifications: Microsoft Office Specialist Certification (2021), 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

FIRSTNAME LASTNAME

FirstName.LastName@utexas.edu • (###) ###-#### • LinkedIn.com/in/FirstLast • Github.com/username

EDUCATION

The University of Texas at Austin Bachelor of Business Administration, Major May XXXX
Minor: Area of study
Additional Coursework in [Area of study], XX hours
Overall GPA: X.XX

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

EXPERIENCE

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

- Text ([Resume bullet = **Strong ACTION VERB** + **Description of ACTIVITY or SKILL** + **End RESULT /ACCOMPLISHMENT and/or PURPOSE**]

- Text - There is not a minimum/maximum # of bullets although we do suggest at least two bullets for each work experience

- Text

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

- Text

- Text

- Text

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

- Text

- Text

PROJECTS

Course Number & Type of Project (e.g., App Development, Research.) - Client: Name of Client Semester XXXX

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

- Text

- Text

LEADERSHIP EXPERIENCE AND ACTIVITIES

Organization - Position Semester XXXX - Present

- Text [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]

- Text

- Text

- **Organization - Position** Semester XXXX - Semester XXXX

- Text

- Text

- Text

HONORS

- Text Semester XXXX

- Text Semester XXXX

- Text

ADDITIONAL INFORMATION

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: [Basic Knowledge, Intermediate, Advanced, Native or Fluent] in [languages other than English]

Interests: Unique interests and/or transferable skills showcased should be interesting enough to be a “conversation starter”

Work Eligibility: Eligible to work in the U.S. with no restrictions / Eligible to work in the U.S.; will require visa sponsorship for full-time employment

COMMON QUESTIONS AND VARIATIONS

EDUCATION SECTION VARIATIONS

Double major (BBA and non-business major)	Bachelor of Business Administration, Marketing Bachelor of Arts, Chinese Culture and History Minor: Sociology Overall GPA: 3.55
Major that includes a track	Bachelor of Business Administration, Finance Track: Corporate Finance & Investment Banking Minor: Spanish Overall GPA: 3.55
Major and academic certificate	Bachelor of Business Administration, Management Information Systems Certificate: Elements of Computing Overall GPA: 3.55
Major and ACT/SAT score*	Bachelor of Business Administration, Unspecified Overall GPA: 3.55 ACT: 36 SAT: 1390 (707 Math, 685 EBRW) <i>*if relevant for industry applications (e.g. investment banking or consulting)</i>

You may want to highlight unique coursework that demonstrates a specific skill or interest relevant to your career goals but is not apparent through a particular track, minor, or certificate program. If so, list these courses in the Education section as shown below:

EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Supply Chain Management Overall GPA: 3.55	May 2024
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Relevant Coursework: Marketing Information and Analysis, Data Analysis for Marketing, Marketing Analytics II, Data Mining for Business Intel, Consumer Behavior in a Digital World

MULTIPLE ROLES FOR ONE EXPERIENCE

Here are two ways you might represent that you've held multiple positions in the same organization. The first example below is of someone who began as a general member and later held a leadership position. The second example is someone who has held multiple leadership positions. You may choose which format best highlights your contributions.

LEADERSHIP EXPERIENCE AND ACTIVITIES

University Finance Association - Vice President (Spring 2022 - Present)	Fall 2020 - Present
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- Manage corporate outreach and programming for weekly member meetings, social events, and community events
- Increase membership by 20% through aggressive print and social media marketing campaign

University Finance Association	Fall 2020 - Present
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Vice President (Spring 2022 - Present)

- Manage corporate outreach and programming for weekly member meetings, social events, and community events
- Increase membership by 20% through aggressive print and social media marketing campaign

Treasurer (Spring 2021 - Fall 2021)

- Tracked budget for organization's activities and recruiting events
- Managed UFA's bank account of \$10K and identified areas for cost savings

FORAGE – SIMULATED WORK EXPERIENCE

Virtual work experience programs like Forage replicate work at top companies. In a short time, students learn relevant tools and skills necessary to complete similar tasks during their workday. These opportunities go under "Leadership Experience and Activities."

PROJECTS

Goldman Sachs Excel Skills for Business Virtual Experience Program on Forage (5 hours)	June 2022
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- Leveraged key shortcuts and functionalities in Excel related to banking and finance in order to forecast operating assumptions
- Built cash flow model statement in Excel using real-world profit and loss statement data

ACTION VERBS BY SKILL SET

Administrative

Administered
Arranged
Authorized
Compiled
Monitored
Operated
Planned
Prepared
Processed
Standardized

Communication

Addressed
Advocated
Authored
Consulted
Corresponded
Directed
Interpreted
Interviewed
Negotiated
Presented

Creative

Conceptualized
Created
Customized
Designed
Displayed
Fashioned
Integrated
Invented
Modeled
Performed

Development

Analyzed
Designed
Developed
Established
Expedited
Formulated
Founded
Implemented
Launched
Surveyed

Financial

Accounted
Allocated
Analyzed
Audited
Balanced
Budgeted
Computed
Forecasted
Generated
Projected
Tracked

Leadership

Coached
Coordinated
Designed
Evaluated
Executed
Facilitated
Initiated
Managed
Organized
Presided
Spearheaded

Management

Appointed
Assigned
Chaired
Delegated
Directed
Established
Hosted
Oversaw
Planned
Supervised

Marketing

Advertised
Customized
Distributed
Implemented
Initiated
Participated
Presented
Promoted
Publicized
Recruited

Mentorship

Advised
Coached
Educated
Guided
Informed
Instructed
Mediated
Mentored
Motivated
Trained

Organizational

Coordinated
Facilitated
Categorized
Compiled
Consolidated
Maintained
Monitored
Organized
Systemized
Updated

Problem Solving

Clarified
Enhanced
Evaluated
Investigated
Modified
Negotiated
Recommended
Solved
Strengthened
Transformed

Research

Analyzed
Critiqued
Evaluated
Examined
Extracted
Formulated
Interpreted
Measured
Solved
Summarized

Technical

Adapted
Assembled
Computed
Converted
Devised
Engineered
Operated
Programmed
Reconciled
Upgraded

Training

Adapted
Advised
Assisted
Clarified
Communicated
Explained
Facilitated
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
Reconciled
Reduced
Yielded

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