



# FIRSTNAME LASTNAME

City, STATE | (###) ### - #### | firstname.lastname@my.utsa.edu | linkedin.com/in/firstandlastname (optional)

## SUMMARY OF QUALIFICATIONS

- Emphasize skills/experience/knowledge you can offer the employer that matches the job posting
- Add relevant soft skills (e.g., Demonstrates exceptional communication skills, written and verbal)
- Additional relevant knowledge, skills, and abilities (e.g., Exhibits critical thinking in all areas of work)
- Add if you are multilingual (e.g., Fluent in English and Spanish; reading, writing, speaking)

**Computer Skills:** Microsoft Word Office Suite (Outlook, Teams, Word, PowerPoint, Excel), Adobe

**Technical Skills:** List specific tech + software platforms, programming languages, laboratory skills, statistical methods, and areas of expertise the job posting mentions that you have experience with (if you are a Computer Science or STEM major, this can be its own section)

## EDUCATION

The University of Texas at San Antonio

Expected Graduation: May 2026

**Bachelor of Science/Arts in LIST MAJOR HERE**

**GPA: #.# (List only if above 3.0)**

**Awards:** Honor Roll Spring ####, Dean's List Fall #### & Fall ####, President's list Spring #### (if applicable)

**Organizations:** Student Org Name, Student Org Name

**Relevant Coursework:** List upper division courses (only if it closes a knowledge gap from the job posting)

## EXPERIENCE

**Role, Company or Organization** – San Antonio, TX

**Sep 2023 – Present**

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

**Intern Role, Company or Organization** – San Antonio, TX

**Jun 2023 – Aug 2023**

- Responsibilities and accomplishments achieved as it relates to job duties for role of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

## PROJECTS

**Name of project, Name of Course**

**Month Year**

- Topic-related to position and/or skill development related
- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

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**Month Year**

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- Add what you accomplished in the project relevant to desired role
- Action-oriented + paraphrased statements, using job posting to guide you

## COMMUNITY INVOLVEMENT

**Local Organization**

**Month Year – Month Year**

- Responsibilities and accomplishments achieved as it relates to job duties for position of interest
- Action-oriented + paraphrased statements, using the job posting to guide you
- What you did (action verb) + how (relevant to job duties and quantify where applicable)
- List experiences in reverse chronological order (most recent first)

## ADDITIONAL EXPERIENCE

**Role, Company or Organization** – San Antonio, TX

**Month Year – Month Year**

**Role, Company or Organization** – San Antonio, TX

**Month Year – Month Year**