**ALTERNATE RESUME SECTIONS**

# HEADING

If a student is not comfortable listing home address or contact information on their resume, they should still list a city and state, as well as a valid and professional email address. Students are strongly encouraged to list a phone number as well.

**Joe Bauers**

Houston, TX 77204

(832) 842-6120

hirebauer@uh.edu

# EDUCATION

## Transfer Student Education Section

Once a student has become academically established at UH, it is acceptable to remove previous education (community college, other universities where they did not receive a degree). However, some students may have a reason to keep this information, especially if their academic performance or campus involvement was much stronger at the previous institution than it is at UH. *Please note that High School education should never be included on a resume.*

|  |
| --- |
| **C. T. Bauer College of Business, University of Houston, Houston, TX** Bachelor of Business Administration in Management May 2019 **Houston Community College** Completed 45 hours towards an Associate degree in Business Administration **Overall GPA: 3.3**  |

**PPA Education Section**

Make sure to list both degrees with expected graduation dates, and list both overall and accounting GPA.

## C. T. Bauer College of Business, University of Houston, Houston, TX

Professional Program in Accountancy

Master of Science in Accountancy May 2019

Bachelor of Business Administration in Accounting May 2018

**Overall GPA: 3.5, Accounting GPA: 3.2**

## Bauer Honors / Honors College Education Section

Students enrolled in the Honors College or Bauer Business Honors should highlight this information on their resume under their education section.

## C. T. Bauer College of Business,University of Houston, Houston, TX

Bachelor of Business Administration in Supply Chain Management May 2019

Bauer Business Honors Program, The Honors College

Certificate of Entrepreneurship December 2018

**Supply Chain Management GPA: 3.6, Overall GPA: 3.1**

*Sample provided by the Rockwell Career Center, Bauer College of Business. These sample resume sections are only recommendations, and should be used as examples of information to be included in a resume. Not for personal use. Students may use this as a formatting guide when developing unique descriptions of their specific experiences and skills.*

[www.hirebauer.com](http://www.hirebauer.com) *or 832-842-6120 06/17*

**ALTERNATE RESUME SECTIONS (PAGE 2)**

# RELEVANT COURSEWORK

Some employers have expressed that they want to see what classes a student has completed that are relevant to the field. Just under the EDUCATION section\, you can list course names. Do not list departments and course numbers.

**Relevant Coursework**: Investment & Mutual Fund Management, Private Equity and Investment Banking, Corporate Finance, Energy Insurance and Risk Management

# ACADEMIC PROJECTS

This section can be used when a student does not have relevant work experience, but does have an understanding of the subject matter gained through hands-on class projects. The information should be achievement-focused, and should speak to the individual student’s role in the project and the result that was delivered. This section should be listed after Education but before Work Experience.

|  |
| --- |
| **ACADEMIC PROJECTS** **Special Topics in Finance - Cost Reduction Case Study Analysis** Spring 2018  * As a five-person team, developed a cost reduction plan to cut expenditures for a large manufacturing company by 30%.
* Analyzed head count profit and loss information to justify decisions about personnel cuts.
* Effectively communicated with team members to develop a response to issues presented in assigned case study; results were presented to Management faculty.
 |

# EMPLOYMENT HISTORY (can also be listed as EXPERIENCE)

Often a student has worked for the same company for their entire experience, only in different positions. This shows and upward mobility or diversity of skills gained within a job, and should be highlighted on the resume.

|  |
| --- |
| **Madison Avenue Boutique, Houston, Texas February 2015 – Present**Assistant Manager (December 2016 – Present) * Order and verify at least $5,000 worth of inventory per week
* Manage scheduling for three full-time sales reps and two part-time cashiers
* Revised inventory storage process which decreased monthly turnover time by 15%

Sales Representative (February 2015– December 2016)* Consistently met or exceeded monthly sales quotas of $2,000 per month
* Assisted with monthly inventory turnover
* Call a minimum of 20 customers per week regarding ongoing sales promotions
 |

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