**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.

**Bauer Gateway**

Houston, TX

Cell: (832) 842-6120

Email: hirebauer@uh.edu

**EDUCATION**

**PPA Education Section**

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

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

Professional Program in Accountancy

Master of Science in Accountancy Expected Graduation: May 2016

Bachelor of Business Administration in Accounting Expected Graduation: May 2015

**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.

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

Bachelor of Business Administration in Supply Chain Management May 2015

Bauer Business Honors Program, The Honors College

Certificate of Entrepreneurship December 2014

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

**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.*

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

Bachelor of Business Administration in Management May 2015

**Houston Community College**

Completed 45 hours towards a degree in Business Administration

**Overall GPA: 3.3**

**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 2013

* 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**

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

Madison Avenue Boutique, Houston, Texas

Assistant Manager December 2012 – 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 2012– December 2012

* 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