

FirstName LastName

Your phone number (Area Code) ###-#### ▪ City, State Zip Code ▪ Your email address

Your LinkedIn URL

EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in Insert Major(s) (this is your graduation semester →) **December 2023**

Cumulative GPA: 3.14 (if above 3.00), Major GPA: 3.48 (If above 3.00, includes All 3000 level courses in your major)

- Financed XX% of educational expenses through employment (if applicable)

ACADEMIC PROJECTS (This section is OPTIONAL)

XYZ Energy Management Corporate Project

University of Houston, GENB 3302: Connecting Bauer to Business

Spring 2020

- Collaborated with a team of 7 to conduct an in-depth analysis of the energy value chain, as well as the company's position within a competitive marketplace
- Conducted research on emerging technologies and marketing of products and services for energy companies
- Assisted in delegating tasks to other group members and facilitated communication between the group and company representatives to provide timely status updates
- Presented findings to management staff and received recognition as a top 3 project for the course

EXPERIENCE

UH Bookstore, Houston, Texas

November 2019 – Present

Sales Associate

- Managed and handled up to \$1500 in cash and credit card payments daily
- Assured outstanding customer service to all faculty, staff and students while on sales floor
- Assisted with marketing campaigns, visuals, purchase orders and re-stocked products
- Trained 14 new employees on opening and closing procedures and store policy
- Represented store at three university events per semester

ABC Bank, Houston, Texas

January 2017 – October 2019

Teller

- Process checking and savings account deposits
- Market branch sales promotions and products to customers
- Respond to customer service inquiries and resolve account service issues
- Help train four incoming employees on branch procedures and policies

HONORS AND AWARDS (This section is OPTIONAL)

Dean's List: Fall 2018, Spring 2019, Fall 2019, Spring 2020

International Scholarship, 2019-2020

ACTIVITIES (This section is OPTIONAL)

Asian Business Student Association, Fundraising Committee Member, Fall 2019 – Present

- Work with a team of five fellow students to put together four bake sales each semester
- Raise an average of \$2,500 per semester through campus events

Houston Museum of Natural Science, Volunteer Greeter, 2018

INTERESTS (This section is OPTIONAL)

Blue belt in Taekwondo

Completed 2019 Woodlands Marathon and 2019 Kemah Triathlon

Avid chess player

SKILLS

Fluent in English and Mandarin Chinese (for foreign languages indicate fluent, proficient, skilled, experienced, conversational)

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java

RESUME ACTION VERBS

Use the present tense of verbs for jobs you are still doing (e.g. create)

Use the past tense of verbs for jobs you had in the past (e.g. created)

Achievement

accelerated
accomplished
achieved
activated
attained
competed
earned
effected
elicited
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach

advised
clarified
coached
collaborated
consulted
counseled
educated
explained
facilitated
guided
instructed
modeled
taught
trained
tutored

Administrative

arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sourced
supported

Lead/Manage

acquired
administered
approved
assigned
chaired
contracted
controlled
decided
delegated
directed
enlisted
governed
handled
initiated
instilled
managed
motivated
recruited
retained
reviewed
selected

Communication

addressed
arbitrated
articulated
briefed
communicated
conducted
contacted
conveyed
corresponded
delivered
demonstrated
edited
entertained
interviewed
informed
lectured
mediated
negotiated
persuaded
presented
promoted
proposed
publicized
reported
represented
responded
suggested
translated
wrote

Plan/Organize

allocated
anticipated
arranged
catalogued
categorized
classified
collected
consolidated
convened
edited
eliminated
employed
grouped
monitored
planned
regulated
scheduled
structured

Creative

authored
changed
conceived
constructed
created
developed
devised
drafted
established
formulated
founded
illustrated
influenced
introduced
invented
launched
originated
revamped
revised
staged
updated
visualized

Research/ Analytical

assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
explored
found
inspected
interpreted
investigated
located
measured
observed
rated
recommended
reviewed
searched
studied
surveyed

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Technical

adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
programmed
proved
reinforced
repaired
resolved
restored
solved
specified
systematized
tested

Your First Name and Your Last Name
210 Street Address, Apt. #22 (**Your actual street address is optional**)
Houston, Texas 77204 (**Do put the city, state and zip**)
Cell: 832-843-6120; Email: hirebauer@uh.edu

Month day, year

Ms. /Mr. Last Name or Hiring Committee
Street address optional
City, State, zip

Re: position title and posting # (optional but helpful)

Dear Ms. /Mr. Last Name or Hiring Committee:

Use this space to briefly mention the position you are applying for, how you found out about the position and your background –example-perhaps you found the position on Gateway, or met a recruiter at a Bauer career fair; also mention your degree, major and a brief comment about your background.

Paragraph two is where you should go in to more detail about your interest in the position and past experiences that may add to your qualifications. Quantify your experience such as: Three years as a financial analyst at a large hospital. Then elaborate on your relevant experience. Focus on what you can bring to the company. Consider briefly mentioning the reason you are interested in working with this particular company. Focus on how you can contribute vs. how you will benefit from the employer.

You can take an active approach by stating you will follow-up on a certain day or you can say: Thank you for your time and consideration of my application.

Sincerely,

Your First Name and Your Last Name (You can use a signature like font if you'd like here)

Your First Name Your Last Name

STAR Behavioral Interview Technique

One of the primary types of interviews being used to recruit new graduates today is the behavioral based interview. In this type of interview, candidates need to provide an in-depth response to a question by drawing upon their background, experience, and knowledge of particular issues and situations. The recommended practice to respond to these types of questions is called the STAR method. That is:

S = Situation
T = Tasks Involved
A = Action Taken
R = Results

Student responses should detail a pertinent situation, along with the tasks they were involved in, the actions they took and the results that were achieved. All of these elements must be included to provide sufficiently detailed answers to ensure proper evaluation for the candidate being considered. A candidate's ability to provide appropriate and detailed answers to interview questions will give them a substantial advantage over candidates who give more general answers.

Behavioral interview questions can be characterized by asking for a specific example or situation. Most behavioral questions start off saying:

Give me an example of a time...
Describe a situation where you...
Tell me about when you...

However, the more concrete examples candidates can provide to answer questions, the easier it is for interviewers to envision how they may or may not be a fit for the position they are interviewing for. Therefore, anytime one can provide a pertinent personal example at the core of their answer, the stronger their answers will be.

Here is a Sample Answer to the Question "Tell me about a time a team member wasn't pulling their weight."

Situation: In one of our class projects, we had a team member that was responsible for researching the history of the issue.

Task: This team member was missing meetings and online chat sessions about our project. Her part of the project was due earlier than others but she was not communicating with us about her progress.

Action: I reached out to her to find out how I could help her. She said that she was very busy at work and was struggling with completing her part of the project on time. I spoke to the rest of the team and we agreed to have her swap her part of the project that was due early with another that was due later in the semester.

Result: By swapping with another team member, she had the time necessary to complete her part of the project and we were able to deliver a better presentation with all of our team members involved.

Interview Preparation

Unless someone can see the future, there is no way to predict whether or not an interview will lead to a successful job offer. However, advance preparation greatly increases the probability of interview success. There are several things candidates can and should do to make sure they are prepared for their interviews.

The single most necessary element of interview preparation is research. Before going into the interview, candidates should be able to articulate what the company they are interviewing with does, and what the position they are applying for entails. They should also be able to clearly explain *why* they would want to work with in this position with this particular company. Candidates should plan on being able to answer the following questions about the company, the position, and themselves before going into a job interview. Answers can be found by speaking with recruiters or company representatives, reading company literature, or researching on the internet.

Company Information

What are their key products or services?
Who is their primary market?
Where are they located?
What are their core values?
What is their company culture like?
What does their competitive landscape look like?
What interests you about this company?

Position Information

What does this position do on a daily basis?
What are their key responsibilities for this position?
What qualifications are required for this position?
What skills (Technical and Soft Skills), or personality traits are necessary for success in this role?
What opportunities are there for growth or upward mobility?
What interests you about this position?

Understanding of Self

What is your academic/professional background?
What have you accomplished in your experience?
What are your short and long-term career goals?
What core values define your professional and personal objectives?
How will this position and company help you meet your goals?

Sample Behavioral Interview Questions:

1. Tell me about a project you worked on that required you to persist in overcoming several obstacles.
2. Describe a situation where you had to persuade someone to see things your way.
3. Tell me about a time when you were on a team and a member wasn't doing his/her part adequately. What role did you play in reaching a conclusion?
4. Give me an example of a time you were in a leadership position.
5. Tell me about a time when you were assigned to do something in an area in which you had little or no knowledge, training or experience. How did you approach the assignment?
6. Tell me about a time when you had to work with a co-worker or team member that you didn't get along with.
7. Give me an example of a time when you showed excellent work ethic.
8. Tell about a situation when a crucial deadline was nearing, but you didn't want to compromise quality.

To Practice answering Behavioral interview questions using the STAR pattern, take a look at the **Behavioral Interviewing Grid** available on the Resources Page of HireBauer.com

Sample Career Event Follow-Up Letter / Email

May 16, 20XX

Ms. Lisa Barnett
Aerial Communications, Inc.

Dear Ms. Barnett:

Thank you for taking the time to meet with me at the Bauer College of Business event today. You were extremely helpful in explaining Aerial's Customer Service and Marketing Trainee Program. Now that I have a better idea of what the position entails, I am certain I would be an asset to your team and to Aerial.

My solid education in Marketing at the C.T. Bauer College of Business, along with the fact that I have worked my way through college, show the work ethic and determination you said are important to succeed at Aerial. As you suggested, I have submitted my resume through Aerial's Web site.

Thank you again for your time and consideration. I look forward to discussing the program with you further.

Sincerely,
Bobby Bauer

INTRODUCTION

Crafting an introduction is very important for career fairs, networking events, and other career-related opportunities, but developing an effective introduction can be difficult. Take a few minutes and answer the following questions about yourself, your experience, and your goals. This information can be used to create your introduction, otherwise known as your elevator speech or your 30-Second Me.

Present – What is my major and specific area of interest?

Past – What experience do I have? What are my accomplishments? What are my skills?

Future – What are my goals? What am I currently looking for? Why?

CAREER FAIR CONVERSATION FLOW

Once you have created your introduction, it is time to put it to use at Career Fairs, networking events and other functions. Rather than a one-sided speech, your introduction is a dialogue, and a jumping off point for conversation with the recruiter.

