

Cover Letter and Resume Guide



Cover Letters Tips

All cover letters should...

Be concise and professional in tone.

Cover letters should be only one page long and will serve as an example of your writing abilities. Use a professional and confident tone, and make sure you PROOFREAD!

Explain why you are sending a resume.

Don't make the reader guess what you are interested in—be specific: Do you want a summer internship or a permanent full-time position? Are you inquiring about future employment possibilities?

Tell how you learned about the position or organization.

Be specific. Did you learn of the opportunity from a flyer, a website, a networking event, family friend, etc.? It is appropriate to mention the name of someone who suggested that you contact the company.

Convince the reader to look at your resume.

The cover letter will be seen first—this is your movie trailer. It must grab the reader's attention (in a positive way) and should be targeted to that particular employer.

Highlight your education and experience.

Using examples, identify specific skills and past experiences that are relevant to the position you are seeking.

Reflect your attitude.

Try to convey your personality, motivation, enthusiasm, teamwork, and communication skills.

Indicate what you will do follow-up.

Will you be contacting them? If so, when and how?

SAMPLE COVER LETTER

Your Street Address
City, State Zip Code
Telephone Number
E-mail Address

If you are mailing a hard copy,
your contact information will go
at the top of the page.

Month Day, Year

Mr./Ms./Dr. First Name Last Name
Title
Name of Organization
Street Address
City, State Zip Code

If you don't know the person's
name, simply address it to
"Hiring Manager:"

Dear Mr./Ms./Dr. Last Name

Introductory Paragraph: State why you are writing, how you learned of the company or position, and basic information about yourself. Include the name of a mutual contact, if you have one.

2nd Paragraph: Tell why you are interested in the employer or that particular field/industry type. Demonstrate your knowledge of the organization to relate your educational and professional background to the employer or position. Mention specific qualifications that make you a good fit for the employer's needs. Focus on what you can contribute to the company, not what the employer can do for you. In this paragraph, it is also appropriate to elaborate on some of the relevant items in your resume.

Last Paragraph: Indicate that you would like the opportunity to interview for the position or to talk with the employer to learn more about the company and any future hiring plans. State how you will follow up (e.g. will call in two weeks). Include that you would be glad to provide the employer with any additional information needed. Thank the employer for his/her time and consideration.

Sincerely,

Your handwritten signature

Your name typed

If you are e-mailing the letter,
your contact information will go
beneath your signature.

Enclosure(s) (If you included a resume, transcript, letter of recommendation, etc.)

Resume Tips

Resumes are...

Tailored to a Specific Company

Make your resume specific to the company you are applying too. Look at the job description and choose sections and experiences that will reflect what the company is looking for in a candidate.

One Page

Hiring managers may not have time to look at the second or third page of your resume. By making your resume specific to the company, you should be able to highlight relevant experiences on one page.

Concise and Presentable

The format of your resume is entirely up to you! Just make sure resume is consistent throughout the page. Choose fonts and bullet points that are appealing but easy to read.

Action Oriented

Sections you want to elaborate on should have 3-5 bullet points. The bullet points are action oriented and should start off with a verb. If you are no longer working in that position, the verb should be in the past tense.

Filled with Accomplishments

What did you do in a specific position or role that made you stand out from the other employees? Quantify and specify your accomplishments in that position.

Resume Action Verb List

Instructions: The bullet points under each of your previous experiences should focus on accomplishments and results, not just job duties. To create these descriptive bullets, select an appropriate action verb then provide as much detail about your responsibilities as possible. Don't forget to quantify any of your results. **Bullet Point Formula:** •Action Verb + Task + Result

Management	Communication	Research	Technical	Teaching	Financial	Creative	Helping	Administrative	Other:
Administered	Addressed	Analyzed	Computed	Adapted	Adjusted	Acted	Advocated	Arranged	Achieved
Appointed	Advertised	Clarified	Conserved	Advised	Allocated	Adapted	Aided	Categorized	Completed
Assigned	Arranged	Collected	Constructed	Clarified	Analyzed	Combined	Assessed	Classified	Expanded
Authorized	Clarified	Critiqued	Converted	Coached	Appraised	Conceptualized	Assisted	Coded	Exceeded
Converted	Composed	Diagnosed	Debugged	Communicated	Assessed	Condensed	Clarified	Collected	Improved
Coordinated	Consulted	Evaluated	Designed	Conducted	Audited	Created	Coached	Compiled	Pioneered
Delegated	Contacted	Examined	Determined	Coordinated	Balanced	Customized	Collaborated	Distributed	Reduced
Developed	Corresponded	Extracted	Engineered	Critiqued	Calculated	Designed	Contributed	Executed	Resolved
Directed	Defined	Identified	Fabricated	Developed	Computed	Developed	Cooperated	Filed	Restored
Eliminated	Described	Inspected	Fortified	Enabled	Conserved	Directed	Counseled	Generated	Spearheaded
Enforced	Discussed	Interpreted	Installed	Encouraged	Corrected	Displayed Drew	Demonstrated	Implemented	Succeeded
Enhanced	Drafted	Interviewed	Maintained	Evaluated	Determined	Entertained	Diagnosed	Logged	Surpassed
Established	Edited	Investigated	Operated	Explained	Developed	Fashioned	Educated	Maintained	Transformed
Generated	Explained	Organized	Overhauled	Facilitated	Estimated	Formulated	Encouraged	Monitored	Won
Handled	Formulated	Researched	Printed	Focused	Forecasted	Founded	Ensured	Obtained	
Hired	Influenced	Reviewed	Rectified	Guided	Managed	Illustrated	Expedited	Operated	
Improved	Interacted	Summarized	Regulated	Individualized	Measured	Initiated	Facilitated	Ordered	
Increased	Interpreted	Surveyed	Remodeled	Informed	Planned	Introduced	Guided	Organized	
Initiated	Interviewed	Systematized	Repaired	Instilled	Programmed	Invented	Helped	Prepared	
Inspected	Lectured		Replaced	Instructed	Projected	Modeled	Insured	Processed	
Managed	Marketed		Restored	Motivated	Reconciled	Modified	Intervened	Provided	
Organized	Mediated		Solved	Persuaded Set	Reduced	Originated	Motivated	Purchased	
Oversaw	Moderated		Specialized	goals	Retrieved	Performed	Provided	Recorded	
Planned	Negotiated		Standardized	Simulated		Photographed	Referred	Reserved	
Produced	Observed		Studied	Stimulated		Planned	Rehabilitated	Reviewed	
Recommended	Participated		Upgraded			Revised	Presented	Scheduled	
Reorganized	Persuaded		Utilized			Revitalized	Resolved	Supplied	
Replaced	Presented		Adapted			Shaped	Supplied	Updated	
Strengthened	Promoted		Assembled			Solved	Supported	Validated	
			Built				Volunteered	Verified	

General Resume Guide

--Use Times New Roman font--

12 point font for your contact information; 10 or 11 point for the body of your resume

Your Name in 18-24 Point, Bold

Complete current mailing address ▪ Telephone ▪ [professional email address](#)

OBJECTIVE Seeking position with type of company, utilizing skills (fill in the blanks)

EDUCATION

Bachelor of Arts (or Science) in _____ (major) Month and Year of Graduation (or expected date)

University of Houston- Houston, Texas

Minor (Optional)

Overall GPA or GPA in Major (Optional- Only if 3.0 or higher)

RELEVANT COURSEWORK (Optional)

List classes related to your career goals. Do not list course catalog numbers.

RELEVANT PROJECTS (If all your projects have been at UH, you may put UH on this line.)

Project Name, University of Houston- Houston, TX, spring 2014

- List your tasks and what you learned/skills you gained
- Use strong verbs to explain what you did and quantify, if possible

EXPERIENCE (List in reverse chronological order)

Intern

Month (Abbreviate) Year - Month Year

Name of Business or Organization, City, State

- Put your strongest selling point first; you may want to note the number of hours you worked per week
- Focus on accomplishments and results, not just job duties
- Provide as much detail about your responsibilities as possible
- Quantify any results whenever possible and use industry keywords/buzzwords

Position Title in Bold

Month (Abbreviate) Year - Month Year

Name of Business or Organization, City, State

- Begin each bullet point with an **action verb**
- If it happened in the past, make sure you use past tense
- Avoid repetition: try not to use the same words and/or phrases over and over again

SKILLS

List computer skills and/or language skills here: (bilingual in, fluent in, proficient in, conversational, basic)

HONORS

Dean's List: List number of semesters

Include any Scholarships, Year Awarded

ACTIVITIES (If you have held a leadership position, describe accomplishments)

- Professional Association, any Title?, Year(s)
- Student Organization, any Title?, Year(s)
- Volunteer Organization, any Title?, Year(s)

Architecture Resume

Melissa Sanderson

1234 UCS Drive • 888-888-8888 • msanderson@uh.edu

<http://www.Linkedin.com/oub/mclissu-sanderson>

OBJECTIVE: To obtain a full time internship position at WHP to utilize my skills in CAD and Vectorworks.

EDUCATION

Bachelor of Architecture

University of Houston- Houston, TX

Minor: Construction Management

Cumulative GPA: 3.49

Graduating in May 2017

RELATED COURSEWORK

Computer Aided Design, Advanced Computer Modeling, Conceptual Structural Systems, Conceptual Environmental Systems, Urban Environment, Design studios I, II, III, IV, V

RELVANT PROJECT

Office Design Project

January 2015-May 2015

University of Houston Architecture Design Studio, Houston, TX

- Worked on a design for new technology related offices on a 9.9-acre site in Midtown utilizing AutoCad.
- Designed over 500,000 sq. ft. for office retail space including 24 hr. childcare center, shopping mall, fitness center, and exhibit space and conference rooms.

PROFESSIONAL EXPERIENCE

Architecture Intern

June 2015-August 2015

Clark Nexsel Architecture & Engineering, Dallas, TX

- Designed and drafted plans, sections, elevations and details for design documents using AutoCAD.
- Assisted with project evaluation and proposals for various project types.
- Coordinated with sales reps to reorganize and renew existing catalogue library.
- Researched building codes and materials to refine design decisions.
- Established programming schemes in conjunction with project architects for university spaces.

Resident Assistant

August 2014-May 2015

University of Houston, Houston, TX

- Designed and implemented educational and social programs in residence hall wing of 40 female college students.
- Created 30+ designs for marketing materials in PageMaker, Photoshop and Adobe Illustrator resulting in an 80% increase in resident participation in programs.
- Served as liaison between residents and the student affairs administration.
- Helped organize, interview and select applicants for positions with the Resident Advisor Committee.

ACTVITIES

- American Institute for Architecture Students, President August 2015-Present
- Honor Society, Member January 2015-Present
- Gamma Sigma Sorority, Historian January 2014-Present

SKILLS

Computer Software: Solid Works 3-D Modeling, Mechanical Desktop, Data CAD, AutoCAD 12-2005, ADT 2Di/3.3, Arch T, MSOffice, Adobe illustrator/Photoshop

Languages: Fluent in Spanish

Business Resume

Bauer Gateway

5432 Cemo Road, Houston, Texas 77543
(832)842-6120 hirebauer@uh.edu

OBJECTIVE

To obtain an internship in (list your major) with an energy company.

EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas
Bachelor of Business Administration in (Insert Major), Minor in (Insert Minor), May 2013 Entrepreneurship Certificate, December 2011
Major G.P.A.: 3.48; Cumulative G.P.A.: 3.14

HONORS AND AWARDS

Dean's List: Spring 2012, spring 2010, Fall 2009 Acme International Scholarship, 2011-2012

EMPLOYMENT HISTORY

Teller

ABC Banc, Houston, Texas

November 2011 - Present

- 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

Sales Associate

UH Bookstore Houston, Texas

November 2010 - October 2011

- 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

ACTIVITIES

Asian Business Student Association, Fundraising Committee Member Fall 2010 - 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

2009

SKILLS

Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java
Fluent in English and Vietnamese

Communication Resume

Stella Dot

123 High Street, Houston TX 77020 ▪ 555-654-352 ▪ Stella.Dot@uh.edu

OBJECTIVE: To obtain a public relations coordinator position with ABC Company utilizing my writing, event planning, and design skills developed through past experiences.

EDUCATION

Bachelor of Arts in Communication, Concentration in Public Relations

May 2013

University of Houston- Houston, Texas

Minor: Graphic Art

GPA: 3.8/4.0

RELEVANT COURSEWORK (Optional)

Communication Research Methods

Public Relations Campaigns

Writing for Print and Digital Media

Photojournalism

RELEVANT PROJECTS

Olympia Mills Apartment Complex Campaign, University of Houston- Houston, TX,

Jan. 2012 – May 2012

- Managed a professional Marketing Communications campaign for a local off-campus housing company as part of COMM 4368
- Researched company's property statistics/data, prior marketing tactics, and environment
- Developed SWOT analysis to investigate where our assistance could be best used
- Coordinated with company on objectives, goals, and tactics
- Created grassroots marketing promotional items – t-shirts and koozies
- Designed, videoed, edited new promotional marketing mediums using Adobe InDesign and Final Cut Pro.

EXPERIENCE

Creative Coordinator

August 2012 – May 2013

DEF Non-Profit, Houston, TX

- Designed graphic art for social media and print use for marketing materials
- Collaborated with internal and external community members about upcoming events and promotions
- Organized 2 major events for DEF including an organization-wide retreat and a BBQ weekend for shareholders

Marketing Assistant

May 2012 – August 2012

State Hospital, Houston TX

- Wrote 7-10 weekly press releases for external media publications including Houston Press and Houston Chronicle
- Assisted in development and design of monthly employee newsletter
- Coordinated events such as Summer Tie-Dye, Smoking Cessation Programs, and end of the year banquet

SKILLS

Adobe Creative Suite, HTML, Final Cut Pro, Microsoft Office. Proficient in German

ACTIVITIES

- Habitat for Humanity (2 projects per month) Assist in greater Houston area with building new homes
- Public Relation Student Society of America
 - President (2012-2013): Organized and ran meetings, coordinated trip to annual conference, and increased membership by 25%.

Political Science Resume

E-mail: owinn26@uh.edu

OLIVER WINN

Cell phone: (772) 722-2277

Education

Bachelor of Science in Political Science

May 2017

University of Houston, Houston, TX

College of Liberal Arts and Social Sciences, Honors College

GPA: 3.429

Relevant Coursework

Comparative Political Economy, Politics of Developing Areas, Introduction to International Relations, Policy and Administration, and Introduction to Urban Politics

Experience

Pi Sigma Alpha Law Society

Houston TX

President

Aug 2014- Present

- Fundraised over 1,000 dollars for local charity by hosting a kids section at the annual UH homecoming game.
- Participated in a voter registration drive at UH which increased registrations in the local area by 20 percent.
- Directed Pi Sigma Alpha team at national mock trial competition which led to UH Pi Sigma Alpha chapter winning third place at the competition.

Orientation Team at the University of Houston

Houston, TX

Orientation Team Leader

Dec 2014-present

- Facilitated daily campus tours by showing over 100 prospective students the university and answering admissions questions.
- Engaged incoming students in the intended full positive experience of orientation by showing the social, academic, and cultural aspects that the university has to offer.
- Developed, in team leaders, the capacity for continuous enthusiasm and composure in the midst of stressful situations.

John Smith Elementary

Baytown, TX

Substitute Teacher

Aug 2013- May 2014

- Supervised over 30 elementary age school children.
- Served as a role model in classrooms through dedication to the education of younger students in the community.
- Created activities and projects for children to complete in order to better assist their critical thinking skills.

Achievements and Awards

Orientation Team Leader of the Month

June 2015

- Awarded to OT ambassador who demonstrated exemplary leadership and team work during orientation.

Advanced Placement Scholar with Distinction

Aug 2012

- Awarded to students who score grades of 3 or better on five or more AP exams and an average of 3.5 on all AP exams taken.

National Merit Scholar Recognition

Aug 2012

- Recipient of the University of Houston's National Merit Scholarship for exceptional performance on the PSAT/NMSQT.

Psychology Resume

Jacqueline Peters

4440 University St. 77489

Cell: (832) 832-2233

jpeters@central.uh.edu

OBJECTIVE: Seeking a full time internship position at DePelchin Children's Center to utilize my counseling and research skills.

EDUCATION

Bachelor of Arts in Psychology

12/2016

University of Houston-Houston, Texas

Minor: Sociology

Dean's List Spring and Fall 2012

GPA: 3.0

RELEVANT COURSEWORK

Child Psychology

Psychological Methods

Human Development and Family Studies

Social Problems

Psychology of Adolescence

Psychology of Personality

RELEVANT PROJECTS

Developmental Toys & Games, University of Houston, Houston TX

09/2015

- Created a bear with an ability to talk, dressed in bright clothing to enhance developmental skills for autistic children from 6 months-5yrs, such as eye coordination, motor movements and motivation
- Gained skills of creativity and the knowledge of developmental stages that are necessary to be nurtured for future stages throughout life

Research Methods Paper

08/2015

- Learnt different methods of statistics, data, formulas and outcomes

EXPERIENCE

Lab Monitor

08/2014-05/2015

Athletics and Alumni department, University of Houston

- Checked out laptops to students and tutors
- Monitored 40 computers and the laptops in the lab daily

Cashier

06/2012- 07/2013

Fry's Electronics, Stafford, TX

- Made transactions and handled approximately \$800 amount of cash daily
- Monitored electronics by escorting customers to the check-out

Cashier

05/2011- 05/ 2012

Reliant Stadium, Houston TX

- Prepared food at the concessions stands
- Handled approximately \$700 cash daily

SKILLS

Proficient in Spanish

Hotel and Restaurant Management Resume

Suzy Q. Student

Houston, TX 77002
713-743-0001 sstudent@uh.edu

EDUCATION

**Master of Science, Hospitality
Management** Conrad N Hilton College,
University of Houston Anticipated
Graduation: May 2018

Bachelor of Science, Hotel and Restaurant Management May 2015
Conrad N Hilton College, University of Houston
Emphasis: Lodging Management
Minor: Sales and Marketing
Relevant Coursework: Human Resources Management, Hotel Sales, Advanced
Lodging Management

EXPERIENCE

Front Desk Agent Aug 2013-present
Embassy Suites, Houston, TX

- Address all guest concerns in a timely and professional manner to ensure excellent guest service
- Answer multi-line phone and direct calls to appropriate department
- Maintain current knowledge of all room types, amenities, and pricing guides to upsell rooms and packages
- Complete credit card transactions using secure system

Server Sep 2011-May 2013
Trio, Four Seasons, Austin, TX

- Provided fine dining service to hotel guests and patrons
- Acquired and maintained extensive knowledge of fine wines, including leading continuing server education
- Served as shift lead for two dinner shifts per week
- Cultivated relationships with regular guests, including downtown business patrons and return hotel guests

PROFESSIONAL ORGANIZATIONS

Vice President, Hotel Management Society August 2013-present

- Coordinate and supervise community service events
- Act as liaison between student members and faculty advisors

Member, Meeting Professionals International, Cougar Chapter August 2013-present

SKILLS/CERTIFICATIONS

TABC
Serve Safe
Proficient in Aloha and Oracle

Electrical Engineering Resume

302 Engineering Street
Houston, TX 77204

Michael Smith

(713) 743-4230
msmith@uh.edu

Objective

Seeking an internship or Co-op work experience in the field of Electrical Engineering.

Education

University of Houston, Cullen College of Engineering- Houston, TX
Pursuing Bachelor of Science, Electrical Engineering
Focus: Computer Engineering
Overall GPA: 3.4

Graduating in May 2017

Work Experience

PFC -Armament Repairer, U.S. Army

January 2009-January 2012

- Repaired and maintained small arms and artillery, heavy armament and tanks
- Oversaw and trained 48 incoming cadets for basic physical training modules
- U.S. Security Clearance - Confidential

Lifeguard and Swimming Instructor, YMCA, Pearland, TX

May 2008-May 2009

- Maintained constant surveillance of patrons in the facility, in order to ensure safety
- Acted immediately and appropriately in the event of emergency, by providing emergency care and treatment as required until the arrival of emergency medical services
- Performed various maintenance duties as directed to maintain a clean and safe facility

Skills

- License: Licensed Electrician (TX-#779311-2011)
- Bilingual: English, Spanish, (able to read Mandarin Chinese) Web
- Applications: design, Photoshop, Origin, Smart probe, MS Office
- Programming: HTML, Java Script, MATLAB

Volunteer Experience

- Coordinated activities for Science and Math Club
- Scheduled volunteers for Homecoming Festival for events, booths, and food-ticket sales
- Participated with Habitat for Humanity in South America building 25 new homes in 60 days
- Answered incoming calls and documented donations for Channel 13 Race for the Cure

Honors and Awards

- National Honor Society- UH Chapter
- Dean's List
- First Place, National Science and Engineering Competition

January 2013
Spring 2012-Fall 2012
April 2012

Mechanical Engineering Resume

Henry Schwartz

713-713-71333 ■ henryschwartz@gmail.com ■ 4600 UCS Houston, TX 77043

OBJECTIVE

Seeking a Mechanical Engineering internship or Co-op opportunity.

EDUCATION

University of Houston, Houston, TX
Pursuing Bachelor of Science, Mechanical
Engineering Minor: Resource and Managerial
Economics
Date of Graduation: May 2015
Cumulative GPA: 3.68

TECHNICAL SKILLS

AutoCAD, FORTRAN, MATLAB, PSpice, MS Office, Pro-EWelding

PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Mechanical Engineering Apprentice -UniDyn Rosewood, TX June 2012 - August 2012

- Provided engineering input in support of product design and customer order engineering function.
- Prepared preliminary and detailed design drawings using Auto Cad.
- Developed specs for products.
- Performed stress tests, analyzed data, prepared reports, and made comparisons with similar proven designs.

Membership Chair, American Society of Mechanical Engineers-UH September 2011- Present

- Coordinate professional development employer events to create networking opportunities.
- Create and coordinate student professional development events including Resume, Interview and Career Fair workshops.

EMPLOYMENT EXPERIENCE

Loan Servicing Clerk - Amegy Bank Bedford, TX September 2010-December 2010

- Re-merchandised several department sections to help improve sales.
- Devised efficient method for recycling paper for mortgage processing department.

Deposit Services Clerk - National Bank of Fairhaven Acton, MA May 2010-August 2010

- Created managerial accounting budget using Lotus 1-2-3.
- Organized and analyzed credit reports and verified deposits, bans and employment.
- Conducted research to locate customers' check information.

VOLUNTEER EXPERIENCE

- Arranged and directed marketing events for Amegy Bank and the American Red Cross.
- Motivated Compass Bank customers to donate 100+ pounds of canned foods to Star of Hope.

Biology Resume

First Name & Last Name

(16 Font for your name, Bold, Times New Roman; 10 or 11 point for the body of your resume)

106 Student Service Center 1, Houston, Texas 77204 ▪ (713) 743-5100 ▪ UCS@uh.edu

OBJECTIVE Seeking part-time position with company name, utilizing skills/strengths (tailor to position)

EDUCATION

Master of Science, Biology

University of Houston- Houston, Texas

Minor (Optional)

Overall GPA or GPA in Major (Optional- Only if 3.0 or higher)

Month and Year of Graduation (or expected date)

RELEVANT COURSEWORK

(List classes related to your career goals. Do not list course catalog numbers).

Molecular Genetics

Biostatistics

Advanced Cell Biology

Developmental Biology

Microbial Physiology

Evolutionary Biology

RELEVANT PROJECTS (If all your projects have been at UH, you may put UH on this line.)

Molecular Biology (**Project Name**), University of Houston- Houston, TX, spring 2014

- Examined molecular processes involved in biological systems and methods (**List your tasks and what you learned/skills you gained**)
- Applied effective research skills including recombinant DNA techniques and other modern research applications (**Use strong verbs to explain what you did and quantify, if possible**)

EXPERIENCE (List in reverse chronological order)

Intern (Position Title in Bold)

Name of Business or Organization, City, State

Month (Abbreviate) Year - Month Year

- Put your strongest selling point first; you may want to note the number of hours you worked per week
- Focus on accomplishments and results, not just job duties
- Quantify any results whenever possible and use industry keywords/buzzwords
- Begin each bullet point with an **action verb**
- If it happened in the past, make sure you use past tense

SKILLS

Language(s): Bilingual, Proficient, Conversational, or basic in insert language(s)

Computer Operating Systems & Languages: Proficient in Microsoft office, MATLAB, Mac OS

HONORS

Dean's List: List number of semesters

Include any Scholarships, Year Awarded

ACTIVITIES (If you have held a leadership position, describe accomplishments)

- Professional Association, Student Organization, Volunteer Organization, Title, Year(s)

Computer Science Resume

First Name & Last Name

(16 Font for your name, Bold, Times New Roman; 10 or 11 point for the body of your resume)

106 Student Service Center 1, Houston, Texas 77204 ▪ (713) 743-5100 ▪ UCS@uh.edu

OBJECTIVE Seeking *part-time position* with *company name*, utilizing *skills/strengths (tailor to position)*

EDUCATION

Bachelor of Science, Computer Science

Month and Year of Graduation (or expected date)

University of Houston- Houston, Texas

Minor (*Optional*)

Overall GPA or GPA in Major (*Optional- Only if 3.0 or higher*)

RELEVANT COURSEWORK

(*List classes related to your career goals. Do not list course catalog numbers.*)

C/C++ Programming

Database Management Systems

Operating Systems

Networking Programming

Software Project Development

Systems Analysis and Design

RELEVANT PROJECTS (If all your projects have been at UH, you may put UH on this line.)

Database Design (*Project Name*), University of Houston- Houston, TX, spring 2014

- Programmed an interactive Eco-Simulator demonstrating AI and extensive OOA/OOD, written in Visual C++ (*List your tasks and what you learned/skills you gained*)
- Developed a point-of-sales terminal for product data retrieval, sales validation, and automatic reordering, using SQL and Visual Basic (*Use strong verbs to explain what you did and quantify, if possible*)

EXPERIENCE (*List in reverse chronological order*)

Intern (*Position Title in Bold*)

Month (Abbreviate) Year - Month Year

Name of Business or Organization, City, State

- Put your strongest selling point first; you may want to note the number of hours you worked per week
- Focus on accomplishments and results, not just job duties
- Quantify any results whenever possible and use industry keywords/buzzwords
- Begin each bullet point with an **action verb**
- If it happened in the past, make sure you use past tense

COMPUTER SKILLS

Languages: C/C++/Visual C++, Java/J++, Visual Basic, SQL, Assembly, Perl/CGI, VBScript/JavaScript, MATLAB, RUBY, Python, PHP, Sass, CSS, JQuery, Ajax

Operating Systems: Linux, UNIX, Mac OS, iOS, Android, Solaris, BSD

Software: Microsoft Visual Studio, Oracle, Microsoft Office, SQ Lite 3, Compiler, GNU GCC/G++

HONORS

Dean's List: List number of semesters

Include any Scholarships, Year Awarded

ACTIVITIES (*If you have held a leadership position, describe accomplishments*)

- Professional Association, Student Organization, Volunteer Organization, Title, Year(s)

Environmental Science Resume

First Name & Last Name

(16 Font for your name, Bold, Times New Roman; 10 or 11 point for the body of your resume)

106 Student Service Center 1, Houston, Texas 77204 ▪ (713) 743-5100 ▪ UCS@uh.edu

OBJECTIVE Seeking part-time position with company name, utilizing skills/strengths (tailor to position)

EDUCATION

Bachelor of Science, Environmental Science

Month and Year of Graduation (or expected date)

University of Houston- Houston, Texas

Minor (Optional)

Overall GPA or GPA in Major (Optional- Only if 3.0 or higher)

RELEVANT COURSEWORK

(List classes related to your career goals. Do not list course catalog numbers).

Principles of Atmospheric Science

Atmospheric Chemistry

Environmental Data Analysis

Biogeochemistry

Numerical Modeling in Atmospheric Sciences

Atmospheric Instrumentation

RELEVANT PROJECTS (If all your projects have been at UH, you may put UH on this line.)

Environmental Science Field Research (Project Name), University of Houston- Houston, TX, spring 2014

- Collected field data for further analysis including measurements and critical analysis of atmospheric, geospatial, and ecological properties *(List your tasks and what you learned/skills you gained)*
- Prepare charts and reports that summarize test results *(Use strong verbs to explain what you did and quantify, if possible)*

EXPERIENCE (List in reverse chronological order)

Intern (Position Title in Bold)

Month (Abbreviate) Year - Month Year

Name of Business or Organization, City, State

- Put your strongest selling point first; you may want to note the number of hours you worked per week
- Focus on accomplishments and results, not just job duties
- Quantify any results whenever possible and use industry keywords/buzzwords
- Begin each bullet point with an **action verb**
- If it happened in the past, make sure you use past tense

SKILLS

Language(s): Bilingual, Proficient, Conversational, or basic in insert language(s)

Computer Operating Systems & Languages: Proficient in Microsoft office, MATLAB, Mac OS

HONORS

Dean's List: List number of semesters

Include any Scholarships, Year Awarded

ACTIVITIES (If you have held a leadership position, describe accomplishments)

- Professional Association, Student Organization, Volunteer Organization, Title, Year(s)

Mechanical Engineering Technology Resume

Lee Nguyen

1234 UCS Drive Houston, TX 77048 • 888-888-8888 • lnguyen@uh.edu

OBJECTIVE

To obtain an entry-level position as a Bilingual Technical Service Engineer at Anderson Instrument Company and gain technical experience by providing customer technical service and supporting various departments.

SKILLS

Software: Matlab, C++, Java, Solid Works, Pro-Engineering, PDMS, AutoCAD, and CNC Programming

Language: Fluent in Spanish

EDUCATION

University of Houston, College of Technology, Houston, Texas

Bachelor of Science in Mechanical Engineering Technology

August 2013

GPA: 3.4

The University of Texas at Austin, College of Liberal Arts, Austin,

Texas **Bachelor of Arts in English with a Minor in Spanish**

Major GPA: 3.01

ACADEMIC PROJECTS

Camp Red, Halliburton, Houston, Texas

March 2013

- Formed part of a team and gained insight into the oilfield service company by experiencing work on different rigs and worksites
- Learned about the petroleum industry by exploring the drilling and evaluation division and the completion and production division as well as various product service lines

Senior Design Project, Team Ergo, UH College of Technology

September 2012 - May 2013

- Worked in a team of four to redesign a swinging desk chair by applying a solution process
- Prepared milestone reports and performed concept analysis through analytical and computational means
- Developed engineering drawings and a manufacturing plan to produce a functioning prototype

Corporate Entrepreneurship, UH College of Business

January - May 2011

- Developed, marketed, and distributed a new product in a team of five
- Efficiently managed and generated revenue using StratX Simulation software

LEADERSHIP ACTIVITIES

Society of Manufacturing Engineers (SME)

January - May 2013

Membership Chair

January - May 2013

- Helped increase membership and member involvement by coordinating various volunteering events

American Society for Mechanical Engineers (ASME)

September 2012 - May 2013

Society of Hispanic Professional Engineers (SHPE)

September 2007 - December 2013

Student Engineering Council (SEC) Representative

September 2009 - May 2010

- Served as a liaison between SMPE and SEC and co-hosted various Engineering Week events

AWARDS

Harrington Aviation Scholarship (2007-2008)

Presidential Academic Scholarship (2007-2011)

Graduate Level Resume

Christie Smith

P.O. Box 222222
Houston, Texas 77777

Tel: (888)888-8888
E-mail: christiesmith@uh.edu

Education

Master of Business Administration in Accounting

May 2016

University of Houston, Houston, TX
Houston Continuous Education Scholarship
CPA Candidate, passed two parts of CPA exam

Bachelor of Science in Mechanical Engineering

December 2000

University of Texas at Austin
Dean's List: Fall 1999 and fall 2000

Relevant Experience

Sr. Revenue Accountant – Oasis Petroleum

Jun 2013 – Present

- Book revenues, process distributions for all company interests for operated and non-operated wells.
- Work with Land for DOI set up corrections and PPA process, research owner questions.
- Prepare oil and gas monthly accrual report for current month and prior months.
- Work with operation to ensure correct accrual volumes and volume variance explanations.
- Prepare monthly close actual and accrual journal entries.
- Perform variance analysis on volumes, values, price, deductions, tax payments and estimate approval.
- Train and provide assistance to fellow accountants, review and post revenue and PPA batches.
- Perform suspense and various accounts reconciliations and aging analysis.
- Compare current and prior month's revenue payments to ensure payments are made correctly and as scheduled.

Sr. Cost Accountant – Murphy Oil Corp., Houston, TX

Jul 2012 – Jun 2013

- Worked with operation engineers to prepare monthly accruals and estimates and journal entries
- Provided monthly capital and cost variances analysis
- Tracked AFE costs and monitor AFE status; review and ensure capital expenditures are coded and allocated to the right AFE and cost center.
- Created budget monitoring report for AFE spending
- Analyzed joint venture audit exemptions in accordance of COPAS guidelines and JV agreement

Business Analyst – EOG Resources, Inc., Houston, TX

Dec 2009 – May 2012

- Analyzed business rules in support of accounting and operation applications.
- Coordinated accounting and other departments for updating and modifying accounting applications.
- Conducted code change testing and direct users for using test to ensure proper application change without causing production problem.
- Assisted and direct division offices for budgeting and forecasting reporting process.
- Assisted accounting on variances analysis to explain the actual and expected results on prices or volumes.

Christie Smith

P.O. Box 222222
Houston, Texas 77777

Tel: (888)888-8888
E-mail: christiesmith@uh.edu

Revenue Accountant – EOG Resources, Inc., Houston, TX

Sept. 2002 – Nov 2009

- Analyzed, value, allocate and record Oil and Gas and NGL volume/sales for various States' properties
- Documented property information to maximize tax savings and minimize reporting mistakes
- Prepared monthly revenue accounting close process
- Worked closely with Land and Marketing department for price , NRI, ORRI and payout changes and the changes to the revenue booking
- Prepared royalty reports for MMS 2014 and Indian Tribe
- Reconciled of all related A/R and G/L accounts on a monthly basis.
- Reconciled of all Oil & Gas purchase/sales volumes to the pipeline transportation statements and/or purchaser statements.
- Confirmed timely payment of all purchases and transportation invoices.
- Assisted with all internal and external audit engagements.
- Prepared state and federal conservation, severance and withholding tax reports.
- Provided regulatory reporting training to fellow accountants.

Regulatory Analyst - Enbridge US Inc., Houston, Texas

Jul. 2001- Jun. 2002

- Researched and monitor federal/state energy regulatory issues.
- Worked closely with accounting, operation and development departments to accumulate data and create financial reports for regulatory reporting requirements.
- Assisted in preparing and filing rate cases and certificate applications with FERC, state agencies.

Computer Skills

MS Excel, MS Access, MS PowerPoint, MS Outlook, MS Entia, JD Edwards Enterprise, GL Inquiry, Hyperion, Hyperion SmartView, Crystal Report, Aries, Oracle Financials, AS 400, Visual Basic 6.0, HTML, SQL, Toad, Iserious, Spotfire, Toad, ProCount

Alumni Resume

JOHN DOE

000 East Main Street • Houston, Texas 77777 • (000) 555-3333 • anyone@uh.edu

SUMMARY OF QUALIFICATIONS

Communication Skills

- Familiar with a variety of office-related software packages, including: Word; Publisher and WordPerfect Office
- Able to utilize, and understand, the following social media and communication platforms: Twitter; Facebook;
- LinkedIn; Skype; webinars and various conferencing packages
- Composed information letters for clients seeking agency services
- Wrote reports for agency directors on the volume of clients served, in addition to utilizing Survey Monkey for timely follow-up with clients
- Maintained good working relations with clients, including daily telephone contact with current clients; researching problem areas and; providing detailed information and thorough follow-up for agency director
- Counseled residents and served as a campus/community resource
- Trained new wait staff and servers on customer service

Analytical Skills

- Familiar with analysis software (including SPSS and Excel) for quantitative data and NVivo for qualitative data
- Planned and executed a web satisfaction survey to assess seniors served by health awareness program
- Completed a statistical analysis of survey data, and presented results to Central Michigan University's Council of Chairs
- Wrote a 25-page data analysis report for agency director and staff, based on survey findings
- Provided PowerPoint presentations to agency director and board members summarizing survey results
- Assisted with the development and implementation of focus groups with parents of youth served by agency
- Researched and wrote additional scholarly papers for various undergraduate and graduate classes

Organizational Skills

- Assisted with the transition from a paper to a web-based system for managing schedules of Multicultural Advisors
- Created educational and social programs that focus on diversity themes for residence hall of 300 students
- Assisted with training entire residence life student staff and making them aware of cultural sensitivity issues
- Designed and implemented new program for seniors facing multiple health issues
- Developed a nine-part documentary series for campus audience, averaging an attendance of 85 persons per showing
- Raised \$10,000 for programs for seniors through the Isabella County Commission on Aging; this was the largest amount ever raised by students in the county

JOHN DOE

000 East Main Street • Houston, Texas 77777 • (000) 555-3333 • anyone@uh.edu

EDUCATION

University of Houston, Houston, Texas Major:

Bachelor of Science, May 2016 (Expected)

Sociology; Minor: Psychology

EXPERIENCE

Ruby Tuesday, Houston, Texas

Server, September 2013-Present

University of Houston, Houston, Texas

Multicultural Advisor, Office of Residence Life, August 2013-Present

Alumni Resume

Jane Doe

0000 Any street, Fresno, Texas 77545 713.000.0000 aaaaaaoo@yahoo.com LinkedIn:
www.linkedin.com/in/abcdef

OBJECTIVE: Supply Chain/Logistics

SUMMARY OF QUALIFICATIONS

Top-performing, challenge-driven, and concept-to-execution professional, hands-on experience in high-volume invoice processing and documentation as well as client retention. Equipped with expertise in strategic and sourcing strategy, supply services, and distribution management. Strong communication and problem-solving skills. Technically proficient with Microsoft Office Suite, Microsoft Outlook, and SAP.

WORK ACCOMPLISHMENTS

SUPPLY CHAIN MANAGEMENT

- Partnered with the BHP Supply Team in resolving issues in a professional and timely manner.
- Took charge of assessing supplier invoices code and documenting invoices in SAP which resulted to the on-time payment of vendors.
- Closely monitored and scheduled outgoing deliveries to printer of clients.
- Demonstrated expertise in assessing data, investigating issues, determining solutions, and proposing appropriate processing procedures to efficiently administer invoice problem-solving.
- Provided oversight to invoice processing rules and performance expectations and results in association with the client management.

LOGISTICS MANAGEMENT

- Exemplified adeptness in prioritizing projects by deadlines or external client needs to guarantee that all requests have been answered in accordance with the given instructions and deadline.
- Kept record of employee records detailing approval of weekly timesheets and PTO; as well as daily and quality control reports to monitor team error rates.
- Led the execution of a checklist to be utilized as a standard workflow process for designers, proofreaders, and traffic coordinators at the Houston Chronicle.

PROJECT MANAGEMENT

- Rendered effectual administrative support in accomplishing commercial projects while developing record management, quality control, logistics, and customer service skills.
- Assumed responsibility in coordinating production meetings with client and the Sales Team regarding project assignments and deadlines of all commercial accounts.
- Generated a more comprehensive structure currently being utilized by both the Creative and Prepress departments of Houston Chronicle; enabling both teams to assess a spreadsheet that includes deadlines, printer, production sizes, and paper information.
- Actively dealt with production issues among clients, sales representatives, and Production Team while guaranteeing that all requests were promptly acknowledged.

Jane Doe

0000 Any street, Fresno, Texas 77545 713.000.0000 aaaaaao@yahoo.com LinkedIn:
www.linkedin.com/in/abcdef

QUALITY ASSURANCE

- Facilitated daily quality control reviews to verify the precision of the established service entry sheets (SES)
- Coordinated issues noted and provided consultative support to SES processors to expedite error correction and optimize future performance.
- Developed SESs and surpasses daily productivity and quality requirements based on client criteria.
- Executed intricate and various set of processing rules to identify appropriate disposition and usage of invoices.

CROSS-FUNCTIONAL TEAM LEADERSHIP

- Closely interfaced with various Horn Solutions and BHP staff regarding the settlement of issues.
- Facilitated trainings to staff and responded to their concerns regarding SES creation process.
- Delegated tasks to personnel and organized schedules while prioritizing and tracking progress, fixing issues, and reporting results.

WORK HISTORY

Horn Solutions, Inc.–BHP Billiton Petroleum/ *Houston, TX*
Service Entry Sheet Team Lead

Sep 2013–Jul 2015

Houston Chronicle/American Color / *Houston, TX*
Traffic Coordinator

Feb 2000–Aug 2013

EDUCATION

University of Houston, Houston, TX
Major: Supply Chain and Logistics Technology

Dec 2016

Certified Logistics Technician

Spring 2015

PROFESSIONAL AFFILIATIONS

National Society of Collegiate Scholars (NSCS) | Supply Chain Industrial Distribution Organization (SIDO)

Military Resume Guide

Tips for Writing a Veteran Resume

Assume the Hiring Manager is Not Familiar with the Military

- Be sure to write the description of the work you did, and what you accomplished, in the military work *using language that civilians can understand, avoiding military lingo, abbreviations and acronyms.*
- This website is very helpful in making the translation: <http://www.onetonline.org/crosswalk/MOC/>

Mentioning Deployments

- If you were deployed, it is up to you whether you want to mention it.
- However, if the work you did while deployed is relevant to the position you are seeking now, it may be worth outlining

Listing UNRELATED Military Experience

- There are many veterans that have held military jobs that are very different than what they are planning to get into now that they are a civilian.
- Just because your military experience is not related to your current career or job choice, does not mean it is invaluable!
- Veterans are known for their wealth of transferrable skills including leadership, teamwork, integrity, strong work ethic, dedication, loyalty, etc. etc.
- Highlight these skills when writing your job description for your military work so an employer can easily make the connection between how you used these skills to be successful in the military and how you will use them to be successful at their company. See next section for examples!
- Whenever possible, list job duties and accomplishments with quantifiable data, such as numbers of employees managed, types of equipment/supplies handled, how much the equipment was worth, etc.

Additional Resources

- [Resume Samples for Former Military in Transition to Civilian Employment](#)
- **Military.com – Resume Writing Articles:**
<http://www.militaryhire.com/articleindex.servlet#resumewriting>
- **How to Write a Military Résumé: Tips for Transitioning Military Professionals**
<http://www.baseops.net/transition/resumetips.html>

Military Resume

Tory Gillis

gillis@uh.edu

480-123 -4567

Objective Statement

As a result of my education, skills and experience, I am an ideal candidate for acceptance into an accredited law school.

Accomplishments

- Served one year active duty in the Afghanistan theatre as an infantryman. Designated marksman in unit as well as a trained EMT. Completed full 4-year enlistment.
- Obtained rank of Sergeant E-5, supervising four soldiers in garrison.
- Completing undergraduate degree May 2014, University of Texas at San Antonio.
- Fall 2012 Dean's List; Summer 2012 Honor Roll; Summer 2013 Dean's List

Employment History

University of Texas at San Antonio

Aug 2011 - Present

- Full-time student majoring in History.
- Utilizing US Veterans Administration educational benefits (GI Bill) earned through military service.

US Army, 2nd Infantry Division, 5th Stryker Brigade Combat Team

Sept 2006 - Feb 2011

- Served at Combat Operational Post (COP) Terminator & Forward Operating Base (FOB) Spin Buldak, Afghanistan
- Combat/leadership training, Ft. Lewis, WA
- EMT training, Ft. Lewis, WA
- Paratrooper training, Ft. Benning, GA
- Basic Training, Ft. Benning, GA

Mesa Community College, Mesa, AZ

Jan 2005 - May 2006

- Business Management studies

Texas Capital Semi-Conductor

Aug 2005 - July 2006

- Part-Time employment, Shipping and Receiving manager

Salvation Army's Camp Ponderosa Ranch, Heber, AZ

Summer 2005

- Rappelling Instructor working with underprivileged children.

Fort Lone Tree Camp, Capitan, NM

Summer 2004

- Camp Director responsible for the management of 40 camp employees.

Interests, Activities, Awards

- Fall 2012 Dean's List Summer, 2012 Honor Roll, Dean's List Summer 2013
- Earned Combat Infantryman's Badge 2011
- Earned Expert Infantryman's Badge 2008
- Earned multiple Army Achievement Medals
- Army Good Conduct Medal
- Afghanistan Campaign Medal with Campaign Star
- National Defense Service Medal
- NATO Medal
- Global War on Terrorism Service Medal

References

Your Name

City, State, Zip

Phone Number

Email

(Use the same heading as your resume)

REFERENCES

Name of Person Position

Title Organization

Name Employment

Address

(Include City, State, Zip)

Phone

Email

Professional Relationship to you

Name of Person Position

Title Organization

Name Employment

Address

(Include City, State, Zip)

Phone

Email

Professional Relationship to you

Name of Person Position

Title Organization

Name Employment

Address

(Include City, State, Zip)

Phone

Email

Professional Relationship to you