School of Natural Sciences and Mathematics: Recommended Undergraduate ResumeTemplate *(delete all green text before sending)*

**FIRST LAST NAME**

City, State, Zip | Phone Number | email address | Customized LinkedIn URL

**EDUCATION**

**Bachelor of Science or Arts, Major and Concentration, Minor:** Graduation Month & Year

The University of Texas at Dallas, Richardson, TX **GPA** (if 3.0 or higher)

Honors/Awards/Scholarships: *(as applicable)*

**TECHNICAL SKILLS -or- LABORATORY SKILLS** *(add/delete as applicable to your degree and skill set)*

Certifications: [Insert here- if more than one separate by semicolon]

Techniques: [Insert here]

Instrumentation: [Insert here]

Analysis Tools: [Insert here]

Programming: [Insert here]

Software: [Insert here]

Databases: [Insert here]

**PROFESSIONAL EXPERIENCE** *(may include jobs and/or internships) (for all major sections, keep or delete as applicable)*

**Position Title,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement (add more bullets as needed)

**RESEARCH EXPERIENCE** *(as applicable- may include publications, presentations, etc.)*

**Position Title,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**ACADEMIC PROJECT EXPERIENCE** *(may include personal projects if related to job) (as applicable)*

**Project Name,** Class Name Start Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**RELEVANT COURSES** *(list upper level, relevant courses to the position)*

* Course 1 (title only)
* Course 2
* Course 3
* Course 4
* Course 5
* Course 6

**WORK EXPERIENCE** *(may include jobs not specifically related to your major or career field)*

**Position Title,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**LEADERSHIP EXPERIENCE/ORGANIZATIONS/COMPETITIONS** *(Adjust this heading as appropriate. Optional: Add bullets of your accomplishments for an organization as applicable)*

**Position Title/Member,** Organization, LocationStart Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

**VOLUNTEER ACTIVITIES** *(Optional: Add bullets of your accomplishments for an organization as applicable)*

**Position Title**, Organization, Location; Start Month & Year – End Month & Year or Present

* [Action verb] followed by accomplishments including result/impact/achievement
* [Action verb] followed by accomplishments including result/impact/achievement

*Be sure and limit your resume to 1 page. The order/organization of headings in your resume may change based on your experiences and what you want to highlight. Before sending to an employer, save the document as a PDF. Any questions, email NSMCareers@UTDallas.edu*