

BEVO LONGHORN

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EDUCATION

The University of Texas at Austin, Austin, TX

(Anticipated graduation date) Month Year

Bachelor of Science, Major

- GPA (≥ 3.0 – only carry out to 2 decimal places i.e., 3.25 or 3.51)
- Certificate or Minor in _____
- Relevant Coursework: (Optional, only list a couple of the most relevant courses taken)

SKILLS

Technical /Computer Skills: (Level of proficiency / level of exposure; Example: Intermediate Excel, Basic SQL)

Languages: (Basic, Intermediate, Advanced, Fluent)

Certifications: (Optional)

RELATED EXPERIENCE (Internships or Research aligned with major)

(List in reverse chronological order – most recent experience first, oldest experience last)

MOST RECENT EMPLOYER, Position Title, City, State (Abbreviated)

Month Year – Month Year

Position Title

- Text (Lead with **STRONG** action verb, describe task/duty, your actions and the result)
- Text

EMPLOYER, Position Title, City, State

Month Year - Month Year

- Text
- Text

PROJECTS

(Optional section – move this section above the experience section if your projects are more relevant to the job)

- **PROJECT NAME:** (Description of academic or personal project relevant to industry of interest, follow the same bullet point formula from experience)
 - Text
 - Text
- **PROJECT NAME:** Text
- **PROJECT NAME:** Text

OTHER EXPERIENCE

(None Major related jobs - List in reverse chronological order – most recent experience first, oldest experience last)

MOST RECENT EMPLOYER, City, State (Abbreviated)

Month Year - Present

Position Title

EMPLOYER, City, State

Month Year - Month Year

Position Title

LEADERSHIP & COMMUNITY INVOLVEMENT

ORGANIZATION, City, State

Month Year - Month Year

Position Title - Text (what does the organization provide – one line)

ORGANIZATION, City, State

Month Year - Month Year

Position Title - Text (what does the organization provide – one line)

HONORS AND AWARDS

(Optional section, if you only have 1-2 honors/awards, consider merging this section with education section)

- **Honor/Award** (Include only what is necessary, such as the honor/award name - no need for details)