

Resume Kickstarter

Download this form then simply fill in the blanks to help you organize your [experience](#) into a college resume format. Once you have developed the content, you may personalize your resume. Remember: the final version must fit on one page and the format should not distract from the content.



The University of Texas at Austin
Career Services
Moody College of Communication

Your Name

Contact Info

EDUCATION

The University of Texas at Austin

Major

Concentrations, Certificate, Minor

Expected Graduation Date

Month/Year

EXPERIENCE (Follow format and include as many examples as possible)

EXAMPLE

Austin High School Student Services, Austin, Texas

Social Media Manager

Sept. 2016 – May 2017

List all experience including paid, volunteer, and leadership experience in the following format:

- Strong Verb (see list) + what you did (more detail) + reason, outcome, or quantified results
- Implemented + social media campaigns + to raise awareness about bullying and peer pressure
- Organized welcome package campaign for 500+ incoming freshman to promote anti-drug awareness.

Organization, Location

Position Title

Month/Year – Month/Year

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-
-

Organization, Location

Position Title

Month/Year – Month/Year

-
-
-

Organization, Location

Position Title

Month/Year – Month/Year

-
-
-

Organization, Location

Position Title

Month/Year – Month/Year

-
-
-



If you have additional experience, please include it below.

Organization, Location
Position Title

Month/Year – Month/Year

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-
-

Organization, Location
Position Title

Month/Year – Month/Year

-
-
-

HONORS (list honors & awards below)

Year

INTERESTS

SKILLS

Software:

Research:

Social Media:

Language:

For additional questions and guidance, book an appointment with a Career Advisor and bring a completed copy of this guide. Visit our website for examples, resources, and verb lists.

Questions I have about what to include in my resume:

Questions I have about how to format my resume: