

# EXPERIENCED GRADUATE RÉSUMÉ SAMPLE

Pro Tip: Tailor your résumé to match the job description.

For a review, email: [ael@nmsu.edu](mailto:ael@nmsu.edu)



## Pistol Pete

(575) 747-0000 | [ppete@nmsu.edu](mailto:ppete@nmsu.edu) | [in/paypistolpete](https://in.paypistolpete)

### SUMMARY OF QUALIFICATIONS

- Five years of experience creating strong marketing messaging and digital content
- Highly skilled at improving the quality of customer engagement to drive and increase sales
- Dedicated manager with the ability to build strong client relationships and motivate others

### EDUCATION

#### New Mexico State University (NMSU)

Master of Business Administration with a concentration in Management

Expected: May 20XX | GPA: 4.0/4.0

- Corporate Engagement Project: El Paso Chihuahuas Ticket Sales Fall 20XX
  - Analyzed ticket sales by ZIP codes and cross-referenced data with secondary demographic and market research
  - Worked in a team of four to provide actionable insights to EP Chihuahuas marketing leadership team
  - Presented final recommendations projected to increase sales by 20% through an integrated marketing campaign
- International Research Course in Spain Spring 20XX
  - Traveled to Barcelona to learn about corporate social responsibility from a global perspective
  - Attended seminars at the Autonomous University of Barcelona to discuss international law and global governance

Bachelor of Business Administration in Marketing

Awarded: May 20XX | GPA: 3.7/4.0

### EXPERIENCE

#### Owner / Manager

September 20XX – Present

Mockingbird Café

El Paso, TX

- Manage operations by leading others in excellent service and providing quality of products
- Increase sales by 20% through in-store visual merchandising and promotion of branded products on social media
- Create original brand concept, researched market demand, and determine advertising strategy
- Oversee all aspects of hiring, training and managing a staff of up to 15 servers, cooks and baristas

#### Marketing Coordinator

June 20XX – September 20XX

Texas Instruments

Dallas, TX

- Developed data-driven digital marketing, including e-blasts, social media content and paid promotions
- Increased social media click-through rates by 15% through improved consistency of digital content
- Recommended best practices for positioning of blogs on product pages based on competitive analysis research

#### Marketing Intern

June 20XX – August 20XX

TFCU

El Paso, TX

- Increased prospects for new memberships by 10% through a social media campaign for local credit union
- Interviewed six current members on video, edited interviews, and posted videos to social media every two weeks
- Used Hootsuite to manage five social media accounts and schedule weekly postings across platforms

### LEADERSHIP EXPERIENCE

#### American Marketing Association at UTEP

Member since 20XX

President (20XX-20XX)

El Paso, TX

- Increased membership by 15% by proposing and planning two new recruitment events
- Planned calendar of events with Professional Development Committee and booked one speaker per month
- Created and oversaw a competition between five teams to create the best marketing strategy for a local charity

### SKILLS & CERTIFICATIONS

- Bilingual in English and Spanish (Fluent)
- Intermediate knowledge of CSS+, HTML languages, and iMovie
- Extensive knowledge of Microsoft Word, Excel, Access, PowerPoint and QuickBooks
- Social Media Marketer (Coursera Career Academy)

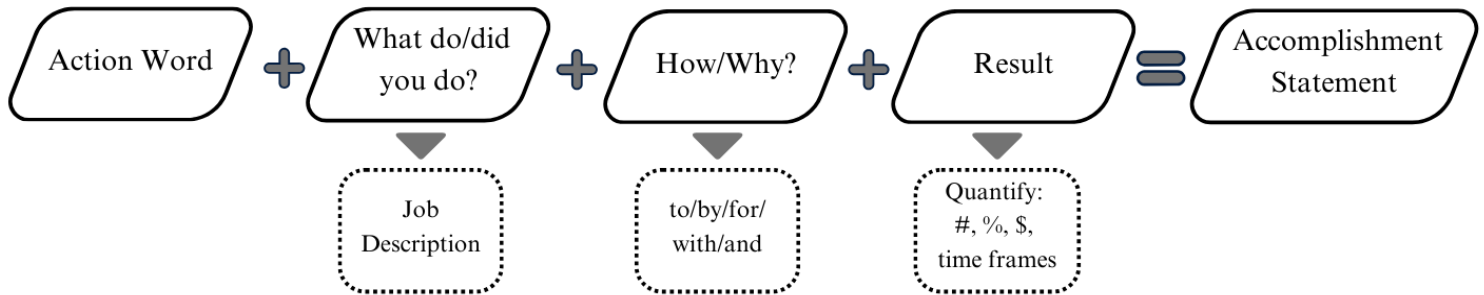
10/20XX



# Accomplishment Statements

**Accomplishment Statements** are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

*See examples of accomplishment statements in the “Experience Section” on page one.*



## Action Words

Verbs that strongly promote your skills and accomplishments.

### Communication (Oral/Written)

Address	Demonstrate	Express	Review
Author	Draft	Interpret	Speak
Share	Edit	Persuade	Write
Convey	Negotiate	Present	Respond
Network	Connect	Promote	

### Teamwork/Collaboration

Assist	Consolidate	Organize	Schedule
Brainstorm	Construct	Orient	Supervise
Calculate	Demonstrate	Plan	Support
Collaborate	Envision	Process	Unite

### Critical Thinking/Problem Solving

Analyze	Devise	Increase	Research
Assess	Diagnose	Integrate	Supervise
Compare	Evaluate	Measure	Synthesize
Determine	Execute	Organize	Verify

### Technology

Access	Design	Implement	Maintain
Analyze	Develop	Integrate	Manage
Calculate	Engineer	Install	Troubleshoot
Coordinate	Program	Launch	Organize
Deliver			

### Leadership

Administer	Encourage	Guide	Oversee
Assess	Establish	Manage	Recruit
Clarify	Facilitate	Mentor	Supervise
Create	Direct	Motivate	Train
Delegate			

### Professionalism/Work Ethic

Achieve	Deliver	Exceed	Produce
Act	Demonstrate	Handle	Reach
Adapt	Drive	Improve	Simplify
Evaluate	Establish	Implement	Work

### Career & Self Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue