

GRADUATING STUDENT

WTAMU Box 60728 • Canyon, Texas 79016 • (806) 651-2345 • yourname@hotmail.com

OBJECTIVE

A **brief** statement that tells the employer what position you are seeking. This should be very specific when applying for a specific job, but very general for our database. It may contain up to 4 parts: (1) position level (i.e., professional, full time, *not entry-level*), (2) function/title (i.e., management trainee, auditor, etc.), (3) skills you plan to use, and (4) type or name of business or industry (i.e., agriculture, retail sales, etc.)

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first, use the word anticipated, expected or projected if graduation is > 2-3 months away)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 (include if > or = 3.0) May 201X *anticipated*

SUMMARY OF QUALIFICATIONS [*or* PROFILE]

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer an employer
- Begin each with an action verb or number, choose different words to begin each statement
- Can use subheadings if appropriate, i.e., computer skills, customer service skills, etc.
- Qualifications are more experience-based whereas Profiles are more personal attributes
- Be creative!

WORK HISTORY [*or* EXPERIENCE]

Name of Business City, State
Job Title dates of employment (month year)

- Bullet statements are used to highlight job accomplishments, what did you do to make this organization better?
- A bullet statement can also be used here to detail job duties you performed that may not be expected based on your job title.

Name of Business City, State
Job Title dates of employment (month year)

- You are not required to list anything under here, if it doesn't fit either of the criteria above

ACTIVITIES and HONORS [*or* INVOLVEMENT]

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list here

REFERENCES *(Optional, don't include unless you need to fill the space)*

Available upon request

SOCIAL BUFF

101 Main Street • Canyon, TX 79015 • (806) 555-5555 • social_buff@gmail.com

OBJECTIVE

To obtain a position as a caseworker with Texas Panhandle Centers where my interpersonal skills, case management experience and strong work ethic will add value to operations

EDUCATION

West Texas A&M University Bachelor of Science in Social Work GPA 3.869/4.0	Canyon, Texas May 201x
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QUALIFICATIONS

- Proven ability to assist a wide range of individuals through direct interaction in a one-on-one or group setting
- Sensitive to the needs of others
- Skilled at identifying client needs and matching with available community resources
- Optimistic even in the midst of stressful situations
- Strong written and verbal communication skills, which includes experience motivating others to overcome obstacles
- Energetic and friendly individual with strong people skills
- Self-motivated and goal-oriented with well-developed organizational skills
- Fast learner, eager to master new skills and concepts

RELEVANT WORK EXPERIENCE

Lubbock ISD Social Work Field-Placement Student <ul style="list-style-type: none">• Observe the Parent-Liaison perform daily duties• Provide needed resources to students, teachers, and parents• Organize and deliver awareness programs in student classrooms• Present workshops to students in the Alternative Education Program and In School Suspension about positive choices and life skills	Lubbock, Texas January 201x-present
Canyon After School Program Head Teacher <ul style="list-style-type: none">• Ensured that Minimum Standards for Day Care Centers were met or exceeded	Canyon, Texas January 201x-December 201x
Playhouse Day Care Center Day Care Worker	Canyon, Texas Summers 201x & 201x
Camp Exodus Camp Counselor	Waxahachie, Texas May 201x-July 201x
Prairie House Living Center Activities <ul style="list-style-type: none">• Tended to immediate non-medical needs of residents• Compiled weekly activity progress reports	Plainview, Texas July 200x-August 201x

ACTIVITIES AND HONORS

Phi Slamma Jamma, President	Assisted Living Center volunteer
Social Work Club member	WTAMU Work-A-Thon volunteer
Susan G. Komen Race for the Cure volunteer	Adopt-a-Highway clean-up volunteer
City Mission volunteer	

TENNIS BUFF

#1 Buffalo Trails Drive • Canyon, Texas 79015
(806) 555-5555 • tbuff22@gmail.com

FOCUS

To obtain a professional position where my teaching experience and technology skills will be utilized to help contribute to your company.

EDUCATION

M.Ed., West Texas A&M University, Canyon, Texas, May 201X Expected
M.S. in Mathematics, University of North Texas, Denton, Texas, May 201X
B.S. in Mathematics, Texas A&M University Kingsville, Kingsville, Texas, May 201X

SKILLS AND ABILITIES

- 16 years experience designing and implementing competitive tennis programs at a variety of institutions from country clubs to private schools
- Experienced supervisor, capable of interacting with individuals from diverse backgrounds
- Capable of planning and implementing training programs dealing with a wide range of topics from xyz to abc
- Unique ability to promote success and achievement in others, able to encourage and motivate
- Proficient at research, editing and proofreading
- Possess strong presentation skills, robust organizational, planning and oversight skills

WORK HISTORY

Logistics Officer	201X - present
Career Counselor	201X – 201X
U.S. Naval Reserve	USA, Korea & Iraq
Secondary Math Teacher	200X – 201X
Wyndham School District, Clements Unit	Amarillo, Texas
Secondary Math Teacher and Tennis Coach	200X- 200X
Smalltown ISD	Amarillo, Texas
Amarillo Academy of Athletics	199X -200X

COMMUNITY SERVICE

- Lions Club, vice President, Sergeant at Arms
- American Cancer Society Board Member Greater Amarillo/ Canyon Chapter
- West Texas A&M University Homecoming Committee
- Adopt-a-Highway clean-up participant

FORMER STUDENT

609 N. 1st Avenue, Canyon, Texas 79015
(806) 555-5555
former_student@gmail.com

PROFESSIONAL PROFILE

Ambitious, energetic individual with over 4 years of experience in technical writing and editing. Possess strong communication skills and the proven ability to work effectively as a team member or team lead. Extraordinary attention to detail. Skilled at clarifying highly complex material so it is understandable by the target audience. Highly motivated and able to learn new processes quickly and completely. Extensive knowledge of MS Office Suite, including Word, Excel, and Power Point. Professional presentation abilities and experience in pitching grant ideas to appropriate audiences.

EXPERIENCE

West Texas A&M University - Sponsored Research Services Canyon, Texas
Grant Writer II September 201x – Present

- Co-write an average of 2 grants per month each year totaling \$1.5 million
- Funding average of 75% on grants written since May 201x
- Collaborate across campus disciplines to maximize grant dollars being awarded to WTAMU faculty and researchers

Options-R-Us Amarillo, Texas
Optical Manager November 201x – September 201x

- Developed employee schedules, productivity reports, new product proposals
- Wrote new employee training manual after 3 months on the job, manual is still in use 5 years later

West Texas A&M University Career Services Canyon, Texas
Intern September 200x – September 201x

- Selected from competitive pool to be the first undergraduate intern responsible for reviewing resumes of current students and alumni
- Reviewed on average 20 resumes per week both in person and via email

EDUCATION

Bachelor of Arts in English *Summa Cum Laude* August 201x
West Texas A&M University Canyon, Texas

COMMUNITY INVOLVEMENT

Amarillo Angels, volunteer
Amarillo SPCA, newsletter editor
Canyon Lions Club, member

IMA CHEMIST, JR.

47 S. Division St. ♦ Amarillo, Texas 79999 ♦ (806) 555-1234 ♦ ima_chemist@gmail.com

OBJECTIVE To acquire a position in the field of chemistry where my laboratory experience and strong attention to detail can be an asset to the company

SUMMARY Scientific Skills and Abilities

- Experience with Gas Chromatography/Electron Capture/Mass Spectrometry/, Automated Thermal Desorption (ATD), Atomic Adsorption, Solid Phase Micro Extraction (SPME)
- Working knowledge of chemical properties, interactions, and probable outcomes
- Understanding of laboratory safety procedures and regulations

Leadership Traits

- Able to accept responsibilities and successfully face new challenges
- Consistently called upon to lead in social, community, and civic organizations
- Insightful and perceptive on the dynamics of group interactions
- Skilled in organization, time management, leadership, and communication

Personal Convictions

- Seek opportunities that allow for personal and professional growth
- Possess high level of honesty and integrity
- Committed to treating people fairly
- Flexible team player with the desire to accomplish goals and achieve success

FORMAL TRAINING **WEST TEXAS A&M UNIVERSITY** Canyon, Texas
Master of Science in Chemistry May 201x, *anticipated*
Bachelor of Science in Agriculture August 201x

WORK EXPERIENCE **WEST TEXAS A&M UNIVERSITY** Canyon, Texas
Graduate Assistant, Chemistry Jan. 201x - Present
Instruct Freshman Chemistry class and lab as well as an Analytical Chemistry lab.
Keep chemicals in stock and categorize by MSDS. Create exams and prepare each lab.
Maintain analytical equipment UV/VIS, IR, FAA, and GC/MS
Research & Analysis, Environmental Department Aug. 201x - Sept. 201x
Analyzed water samples using Gas Chromatography/Electron Capture Detection.
Collected water samples around the Texas Panhandle to determine the concentration of Atrazine. Responsible for writing summary of conclusions for use by top-level executives.

BWXT PANTEX Amarillo, Texas
Internship Summer 201x
Developed method for enhanced chemical reactivity testing (CRT). Determined retention times for instrumentation. Packaged high explosives under supervision

TEXAS A&M RESEARCH & EXTENSION CENTER Hico, Texas
Research & Analysis Aug. 201x - May 210x
Collected air and water samples to determine the concentrations of particulate matter and volatile gases. Collected air samples via Solid Phase Micro Extraction (SPME) and sorbent tubes

HONORS & ACTIVITIES US Department of Energy Technical Scholarship recipient
Outstanding Chemistry Student
American Chemical Society
Dean's List
President's List
Tri-Sigma Honor Society
Salvation Army Angel Tree volunteer

IMA TARGETED

WTAMU Box 60728 ✧ Canyon, Texas 79016 ✧ (806) 651-2345 ✧ wtcareer@wtamu.edu

OBJECTIVE

To obtain the position of Affiliate Support Manager with Habitat for Humanity International using my communication and problem-solving skills

EDUCATION

West Texas A&M University Canyon, Texas
Bachelor of Arts in Speech Communication GPA 3.65/4.0 May 201x

SUMMARY OF QUALIFICATIONS

- Outstanding communication and presentation skills; experienced in writing news releases and developing marketing materials; strong public speaking and presentation skills
- Skilled at formulating strategies, objectives and programs to optimize productivity and outcomes
- Capable of quickly analyzing challenges and implementing solutions
- Managed multiple site locations effectively developing strong self directed and cross functional teams
- Demonstrated commitment to organizational goals
- Strong computer skills including word-processing, spreadsheet, web design, and database software

WORK HISTORY

WTAMU Office of Communication Services Canyon, Texas
Intern June 201x - present

- Wrote over 50 news releases regarding various campus activities and functions
- Authored 5 newspaper columns which dealt with daily university life

Pak-A-Sak Convenience Stores Canyon, Texas
Administrative Assistant to Owners May 201x --present

Lowe's Pay-n-Save Grocery Canyon, Texas
Cashier May 200x-May 201x

- Trained all new cashiers in computerized checking system and customer service expectations of company

ACTIVITIES and HONORS

Dean's List President's List
President's Ambassadors member Work-A-Thon volunteer
Adopt-A-Highway volunteer Big Brothers Big Sisters mentor
Alpha Alpha Alpha Honorary Speech Fraternity

References Available Upon Request

JONATHAN DOE

WTAMU Box 60728 • Canyon, Texas 79016
(806) 651-2345 • joedoe@hotmail.com

OBJECTIVE

Seeking a professional position as an Assistant/Associate County Agent which will utilize my communication and management skills as well as my experience in the agricultural field

EDUCATION

West Texas A&M University Canyon, Texas
B.S. in Agriculture Business & Economics GPA 3.4/4.0 May 201x *expected*

Clarendon College Clarendon, Texas
A.S. in Feedlot Management GPA 3.2/4.0 August 201x

QUALIFICATIONS

- Experienced at planning, managing, and supervising events for agricultural clubs
- 6 years experience in 4-H competition
- Possess a high level of energy coupled with enthusiasm and dedication for the development of youth
- Able to take charge; pinpoint problems and initiate creative solutions
- Outstanding communication skills with the ability to interact effectively with a wide range of ages and personalities
- Effective public speaker, comfortable speaking to and leading both large and small groups

EXPERIENCE

MacDonald Farms Hereford, Texas
Farm Manager October 201x – present

- Implemented hydroponic produce facility
- Collaborating with university researchers on fly and dust reduction in livestock production
- Develop and refine marketing strategies to sell agricultural products to wholesale buyers

South Fork Ranch Tours, Inc. South Fork, Colorado
Wrangler Summers 200x and 201x

HONORS AND ACTIVITIES

Dean's List 4-H Scholarship recipient
WTAMU Rodeo Team Farm & Ranch Club
Ag Executive Council, *President* Buff Branding Counselor

REFERENCES AVAILABLE UPON REQUEST

General Guidelines for Resumes

1. Try to keep to ONE PAGE, most soon-to-be college graduates can easily do this. If you go to a 2nd page, it does not have to fill the page but do know that this information may be skipped over by a potential employer.
2. Do NOT use any of the templates from your word processing package! While it may seem to make the resume writing easier, it is EXTREMELY difficult to make changes or fine-tune a resume that is written in a template. Take the time now to construct it in MSWord following our format and it will save time in the long run.
3. Use approximately 1" margins on all 4 sides, can go as low as .8" or as high as 1.2" if necessary to fit information attractively.
4. Do not use too many different font styles – choose one or two at most and use them throughout your job search correspondence, you can, however, mix sizes. Don't use larger than a 12 point nor smaller than a 10 point for the body of your résumé. Can use slightly larger (i.e., 14) for section titles or even 16-18pt for name.
5. Name and section titles should be slightly larger, all capital letters and bold type.
6. Reference names and addresses are not included on the resume. Your reference sheet is a completely separate document. We recommend that your reference sheet have the same header as your resume, however.
7. Use *resume paper* for your final copies to mail or take to an interview. We suggest white or ivory/eggshell/off-white. These colors are the most professional.
8. Additional help with resume writing as well as all aspects of the job search is available from our office. Please contact us with questions.
9. Utilize your network! If you have a contact within the organization where you are sending the resume, use their expertise to ensure you meet or exceed the expectations of the company.

Font styles shown on this page:

#1 is Arial; #2 is Verdana, #3 is Lucida Sans; #4 is Times New Roman; #5 is Bookman Old Style, #6 is Trebuchet MS; #7 is Century Gothic, #8 is Garamond and #9 is Callibri. The title is Copperplate31ab and is only appropriate for names and section titles. We encourage you to experiment, but don't get too wild. Make sure the font is readable and photocopies well. A good rule of thumb is not to use a font whose letters touch one another (*such as a script*.) Also be careful when you are emailing your resume. It is best to email as a .pdf file but if this is not possible or the employer requests a specific file format, be sure your document is in a standard font (Arial, Times, Callibri, etc.) that the recipient is sure to have installed on his/her computer.



(806) 651-2345
www.wtamu.edu/career
located in the Student Success Center Suite 113