

IWANNA CO-OP

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., co-op, part time, professional, internship, etc.), (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 and work backwards in time)*

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

RELATED COURSEWORK

- List major classes taken
- List by name of course, not #
- Include all that apply to position
- If too many, list in columns
- Can include classes now attending

PROFILE or SUMMARY OF QUALIFICATIONS

- 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)

- One or two bullet statements under each position may be in order if the position is related to your field.
- 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

- 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

Prepared by Career & Counseling Services
West Texas A&M University
WTAMU Box 60728
Canyon, Texas 79016
806-651-2345
<http://www.wtamu.edu/career>

INTERN CANDIDATE

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

OBJECTIVE

To obtain an internship in Accounting

EDUCATION

West Texas A&M University
BBA/MPA in Accounting *GPA 3.5/4.0*

Canyon, Texas
May 201x *anticipated*

RELATED COURSE WORK

- Auditing
- Accounting Information Systems
- Federal Tax Accounting
- Cost Accounting

PROFILE

- Detail-oriented, well-organized and resourceful
- Computer literate with advanced skills in MS Excel and Access
- Skilled communicator, excellent professional oral and written communication skills
- Capable of developing and maintaining professional relationships with clients and peers alike
- Able to synthesize quantitative analysis and effectively relay this information to others

WORK HISTORY

Sally's Restaurant Amarillo, Texas
Waitress November 201x-Present

- Responsible for opening and closing restaurant in owner's absence

Highmart Grocery Canyon, Texas
Checker/Sacker November 200x-May 201x

- Received employee of the quarter award, December 201x

ACTIVITIES and HONORS

Barry L. Duman Family Scholarship recipient
AICPA, *student member*
Accounting Club, *Vice President*
Dean's List
Mortar Board

REFERENCES

Available upon request

Wallace Street

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

OBJECTIVE

To obtain an internship position in the financial industry

EDUCATION

West Texas A&M University
B.B.A.- Finance *GPA 3.75/4.0*

Canyon, Texas
May 201x

RELEVANT COURSE WORK

Personal Financial Planning
Risk Management
Financial Management

Business Finance
Principles of Accounting I
Principles of Accounting II

PROFILE

- Knowledgeable in analyzing market trends, risk, and financial documents
- Capable of working effectively as a leader or contributing team member
- Exceptional skills in customer service; face-to-face or via communication tools
- Eager to learn; ready to listen; not afraid to ask questions

WORK EXPERIENCE

Hastings Entertainment
Barista

Amarillo, Texas
August 201x to Present

- Revised inventory management system which resulted in a 3% decline in waste.

Greentree Landscaping
Laborer

Canadian, Texas
Summers 201x-201x

- Managed a crew of 3 coworkers in the absence of the supervisor

Adco Construction
Framer

Amarillo, Texas
May 201x to April 201x

Rosa's Cafe
Tortilla Maker

Lubbock, Texas
June 200x to March 201x

CAMPUS and COMMUNITY INVOLVEMENT

- Students in Free Enterprise, *COO*
- National Society of Leadership and Success
- Church Youth Group Sponsor and Mentor
- Big Brothers Big Sisters volunteer
- Relay for Life, *team captain*

REFERENCES AVAILABLE UPON REQUEST

Engineer Intern

WTAMU Box 60728 ♦ Canyon, Texas 79016 ♦ 806.651.2345 ♦ wtcareer@wtamu.edu

Objective

To obtain an internship as a Mechanical Engineer with Conoco Phillips where my work ethic and enthusiasm can be utilized while integrating my school work with hands on experience

Education

West Texas A & M University
B.S. in Mechanical Engineering GPA 3.5/4.0
Canyon, Texas
December 201x anticipated

Midland College
A.S in Engineering GPA 3.9/4.0
Midland, Texas
May 201x

Related Course Work

Thermodynamics	Differential Equations
Physics I and II	Mechanics of Materials
Fluid Mechanics	Statics

Skills

- Strong time management skills with the proven ability to meet deadlines; worked full time while taking a full time class load
- Motivated, punctual and dependable; with a strong work ethic
- Able to identify problems and resolve issues working towards efficiency and win-win outcomes
- Reliable, honest and trustworthy; key holder at past positions with a track record of always balancing my cash drawer
- Managed shifts while promoting a team environment; successfully supervised as many as-10 employees
- Ability to interact with a wide variety of people with over 10 years customer service experience

Work History

Roaster's Coffee
Barista
Amarillo, Texas
January 201x – present

Dollar Store
Clerk
Amarillo, Texas
March 200x – December 201x

Hole in the Wall Gang Camp
Camp Counselor
Amarillo, Texas
Summers 200x – 201x

Activities and Honors

Phi Theta Kappa
ASME – Amarillo Chapter
Engineering Camp volunteer

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