

YOUR NAME

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

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 a database posting. 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.)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 *(include if > or = 3.0)* May 20xx *anticipated*

RELATED COURSEWORK *(use this if seeking an internship or if the job is relevant to your field of study)*

- 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
- This section is NOT included on a full time "getting ready to graduate" résumé

PROFILE or SUMMARY OF QUALIFICATIONS *(don't use both titles – just one or the other, or make up your own)*

- 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 *(Again, don't use both titles – just one or the other, or make up your own)*

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 *(be sure the title accurately reflects the contents of this section)*

- 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

ELLIOTT IDS

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

OBJECTIVE

To obtain a part time position utilizing my customer service experience, organizational skills and creativity

EDUCATION

West Texas A&M University
Bachelor of Science in Chemistry GPA 3.65/4.0

Canyon, Texas
May 20xx *expected*

PROFILE

- Over 3 years experience working directly with the public
- Proven ability to successfully multitask
- Self-motivated, dedicated, loyal and punctual
- Capable of creating eye-catching and sales-inducing displays
- Strong computer skills, including competence with MS Office

WORK HISTORY

WTAMU Bookstore
Cashier/Stocker

Canyon, Texas
August 20xx-present

- Chosen to create window displays on a monthly basis

Pak-A-Sak Convenience Stores
Cashier

Amarillo, Texas
May 20xx-August 20xx

- Employee of the month, April 20xx and July 20xx
- Consistently balanced cash drawer at end of shift
- Trained new hires on register procedures and customer service expectations of company

ACTIVITIES and HONORS

Dean's List
Residence Hall Scholarship
Bessie Fay Johnson Memorial Scholarship
Work-A-Thon volunteer
Intramural participant

REFERENCES

Available Upon Request

West Texas A&M University
Career Services
Student Success Center, CC 113
WT Box 60728 / Canyon, TX 79016
806-651-2345 phone / 806-651-2925 fax
<http://www.wtamu.edu/career>

This might be used by a student seeking a part time position somewhat related to his/her major

AMBER IDS

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

JOB OBJECTIVE

To obtain a part time position utilizing my interpersonal skills and marketing education

EDUCATION

West Texas A&M University
Bachelor of Business Administration in Marketing
Canyon, Texas
May 20xx *expected*

RELATED COURSEWORK

Salesmanship
Introduction to Marketing
Retailing

SUMMARY OF QUALIFICATIONS

- Strong understanding of marketing concepts
- Two years successful customer service experience
- Detail oriented and thorough
- Work well both independently or as an effective team member
- Computer literate, skilled at using the internet and the MS Office suite of programs

EXPERIENCE

WTAMU Bookstore
Cashier/Stocker
Canyon, Texas
August 20xx-present

- Chosen to create window displays on a monthly basis

Pak-A-Sak Convenience Stores
Cashier
Amarillo, Texas
May 20xx-August 20xx

- Employee of the month, April 20xx and July 20xx
- Trained new hires on register procedures and customer service expectations of company

CAMPUS HONORS AND INVOLVEMENT

Dean's List
Residence Hall Scholarship
Bessie Fay Johnson Memorial Scholarship
Work-A-Thon volunteer
Intramural participant

REFERENCES

Available on Request

West Texas A&M University
Career Services
Student Success Center, CC 113
WT Box 60728 / Canyon, TX 79016
806-651-2345 phone / 806-651-2925 fax
<http://www.wtamu.edu/career>

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