

YOUR NAME

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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 posting on Handshake. It may contain up to 4 parts: (1) position level (i.e., co-op, part time, internship, etc.), (2) function/title (i.e., receptionist, social media intern, 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 – can include HS if you are a first year student.)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 *(include if > or = 3.0)* anticipated May 202x

RELATED COURSEWORK *(use this if seeking an internship or if the job is relevant to your field of study – otherwise do not include a related coursework section.)*

- List major classes taken
- List by name of course, not #
- Include all that apply to position
- Okay to include classes now attending

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
- Profiles are more personal attributes and maybe more common for first year students
- 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 – month year)

- One or two bullet statements under each position may be in order if the position is related to your major
- A bullet statement might also be used to detail job duties you perform that may not be expected based on your job title

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

- High school is okay as long as you are in your first year of college, after that, omit and just include activities & honors from WT
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list in this section