

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)*

anticipated May 202x

RELATED COURSEWORK

- List major classes taken
- List by name of course, not #
- Include all that apply to position
- Be strategic based on the job

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