



Résumés & Cover Letters

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{Career Services Center}

Résumé Checklist

Use this checklist before uploading your resume to www.AdvisingNow.com for review.

- **Font Size and Style** - The standard font size for the body of your resume should be 12 and never any smaller than 10. Font style is a personal choice, but must be easy to read. Recommended styles include: Arial, Calibri, Cambria, Didot, Garamond and Times New Roman.
- **Do Not Use Templates** – Start your resume on a blank Word document and avoid using templates.
- **List Most Important Information First** - This is true with decisions such as which section should go first and what information should come first within each entry.
- **Be Consistent** - Everything from dates to abbreviations to formatting should remain consistent throughout your resume.
- **Do Not Use PRONOUNS** (such as I, we, he/she, they)
- **Use Reverse Chronological Order** - Start all sections with the most recent position or degree and work backwards in time.
- **For Your Work Experience, Lead with Titles or Company Names** - A good title or a recognizable company name can increase your chances of getting an interview so lead with those rather than with dates which can be pushed to the far right side of the page.
- **Use Sentence Fragments** - Employers look for short, direct pieces of information. If it is too long or overly descriptive, people may just skip it.
- **Use Past Tense** - List your duties in the past tense if you are no longer in that position and present tense if you are currently working there.
- **Use 3-5 Strong Bullet Points** - These bullets should begin with an action verb (see list of action verbs below for help) and should quantify the results of your work whenever possible. (e.g., Audited accounting statements and ledgers revealing nearly \$50,000 in unpaid bills and mislaid funds).
- **Meet the Employer’s Needs** (academic, experience, leadership) - Everything on your resume should communicate to the reader that you know what the employer’s needs are and that you have the education, experience, leadership and skills to meet those needs.
- **PROOFREAD!**
- **Contact the Career Services Center** - You can visit www.AdvisingNow.com for more assistance in writing your resume.

Action Verbs

<u>COMMUNICATION</u>	Summarized	Balanced	Evaluated	Operated	<u>TEACHING</u>
Collaborated	Translated	Budgeted	Facilitated	Ordered	Adapted
Communicated	Wrote	Calculated	Founded	Prepared	Advised
Consulted	<u>CREATIVITY</u>	Computed	Handled a Crisis	Processed	Clarified
Convinced	Adapted	Corrected	Hired	Provided	Coached
Defined	Conceptualized	Developed	Implemented	Purchased	Communicated
Developed	Created	Estimated	Initiated	Recorded	Conducted
Directed	Designed	Forecasted	Managed change	Registered	Coordinated
Discussed	Developed	Managed	Resided	Reserved	Critiqued
Edited	Displayed	Measured	Recommended	Reviewed	Developed
Explained	Entertained	Netted	Recruited	Scheduled	Enabled
Influenced	Fashioned	Planned	Strengthened	Validated	Encouraged
Interacted	Formulated	Prepared	Supervised	Verified	Evaluated
Marketed	Founded	Programmed	<u>ORGANIZATIONAL</u>	<u>RESEARCH</u>	Explained
Mediated	Illustrated	Projected	Approved	Analyzed	Facilitated
Negotiated	Performed	Qualified	Arranged	Clarified	Focused
Observed	Photographed	Reconciled	Categorized	Collected	Guided
Persuaded	Planned	Reduced	Classified	Compared	Individualized
Presented	Revised	Researched	Compiled	Conducted	Informed
Promoted	Revitalized	Retrieved	Corrected	Evaluated	Instilled
Proposed	Shaped	<u>LEADERSHIP</u>	Distributed	Explored	Instructed
Published	<u>DATA/FINANCIAL</u>	Assigned	Executed	Formulated	Motivated
Recruited	Administered	Approved	Filed	Inspected	Persuaded
Reinforced	Adjusted	Authorized	Generated	Interviewed	Stimulated
Reported	Allocated	Chaired	Incorporated	Measured	Simulated
Resolved	Analyzed	Directed	Inspected	Researched	Taught
Spoke	Appraised	Delegated	Maintained	Reviewed	Tested
Suggested	Assessed	Enforced	Monitored	Solved	Trained
Translated	Audited	Enhanced	Obtained	Tested	Tutored

Writing a Professional Summary

A good Professional Summary should be brief and specific. Studies show that thick blocks of text do not get read by busy hiring managers or recruiters so keep it short! It should only contain the top attributes that you possess and they should be demonstrated clearly – **AVOID** vague or unsupported language like “detail oriented”, “dedicated”, “high energy”, “strong work ethic”, etc.

Your Professional Summary should have up to three parts to it:

1. **Title.** Begin by giving yourself a descriptive title that tells a potential employer who you are at a glance. Often this information will be connected to your major and/or your status: “Graduating Marketing professional...”; “Civil Engineering student...”
2. **Differentiate.** What sets you apart from other students? Do you have internship experience? Academic achievement? Research work? Volunteer hours? Lead with your most marketable trait, but stay away from ‘soft’ claims like “detail oriented” or “good communication skills”, etc. unless you can *demonstrate* those skills through solid experience (eg, “...excellent communication skills honed through 4 years of customer service experience and recognized through Employee of the Year Award.”)
3. **List pertinent skills/experience.** If you have skills that are directly related to the position you are applying for, a bulleted list is a great way to end a Professional Summary.

Example 1

Graduating Marketing professional with internship experience at PepsiCo and 5 years of customer service work. Significant academic achievement including a 3.75 GPA, and Texas Scholars merit scholarship recipient. Skills and experience includes:

- Conducting needs assessments
- Market research
- Creation of messaging, campaigns and asset maps
- 360 degree strategy development

Example 2

Chemical Engineering student with co-op and internship experience working for X-Chem and HAX, Inc. Knowledge in research, performance improvement and project management. President of the American Institute of Chemical Engineers (AIChE). Experience using AutoCAD, MATLAB and SolidWorks.

Ima Hogg

Address
City, State Zip

Use bold and slightly larger font size

Email Address
(XXX) XXX-XXXX

EDUCATION

Texas A&M University – Kingsville
Bachelor of Business Administration, Marketing

Expected Graduation: May 2019

GPA: 3.2

Minor: Graphic Design

Relevant Coursework

- Promotional Strategy
- International Marketing
- Marketing Management and Technology

List only relevant courses you have taken

List your GPA if it is 3.0 or higher; omit it if it falls below 3.0

Henrietta Memorial King High School
Valedictorian

High School is optional. It can be included for freshman/sophomores

May 2015
GPA: 4.0

EXPERIENCE

Cerebrum Foods, Inc.

Corpus Christi, TX
Summer 2017

Intern

- Assisted in the development and execution of a national marketing plan and plans to increase brand penetration
- Conducted market research to support changes to company pricing strategies and advertising projects
- Presented results to senior marketing management

Use action verbs as the first word of bullet points and display results when possible

McDonald's

Corpus Christi, TX
2015 - 2017

Line Cook

- Led a team that surpassed serving time goals for two consecutive years
- Prepared customer orders according to custom requests
- Handled cash and credit card transactions

Use reverse chronological order; most recent first

COMPUTER SKILLS

- **Adobe:** Illustrator, Photoshop
- QuickBooks
- **Microsoft Office:** Word, Excel, PowerPoint
- **Operating Systems:** Microsoft Windows, Mac OS X

Highlight computer skills; Everything from operating systems to Microsoft Office to software that is unique to your field will help

HONORS & ACTIVITIES

Bold leadership positions you have held in clubs or organizations

- **President**, Javelina Press Club
- **Fundraising Chair**, Delta Mu Delta
- Dean's List, Texas A&M University-Kingsville, Fall 2016, Fall 2015
- President's List, Texas A&M University-Kingsville, Spring 2016

Activities can show that you are an intriguing person with diversified interests

Hal Lisco

Engineer Major Sample Resume

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

PROFESSIONAL SUMMARY

Chemical Engineering graduate student with co-op and internship experience working for X-Chem and HAX, Inc. Knowledge in research, performance improvement and project management. President of the American Institute of Chemical Engineers (AIChE). Experience using AutoCAD, MATLAB and SolidWorks.

EDUCATION

Texas A&M University – Kingsville
Master of Science – Chemical Engineering

Expected Graduation: May 2018

GPA: 3.5

Jawaharlal Nehru Technology University – Hyderabad, India
Bachelor of Engineering – Chemical Engineering

August 2016

GPA: 3.5

EXPERIENCE

X-Chem

Detroit, MI

Co-op

May 2017 – Present

- Manage three projects designed to improve daily plant operations
- Prepare hazardous waste and toxic release inventory reports
- Research ozone depleting substances safety procedures and make recommendations to management based on findings

HAX, Inc.

Hyderabad, India

Intern

Summer 2016

- Improved performance of liquid level measurement devices by identifying flaws in their operation
- Increased efficiency between plant databases by eliminating redundancies
- Implemented electronic logbook for plant communications

PROJECTS

Senior Design Project, “Ethyl Acetate from Ethylene and Acetic Acid”, Spring 2016

- Simulated the creation of an ethyl acetate plant utilizing ASPEN and observed if it was economically feasible for a period of ten years

Undergraduate Project, “Chem-E-Car Competition”, Fall 2015

- Researched Reversible Hydrogen Fuel Cells and its functions in a man-made small scale car working with a chemical stopping mechanism

COMPUTER SKILLS

- **Engineering:** AutoCAD, MATLAB, SolidWorks, LTSpice, PSpice, Labview, Simulink
- **Microsoft Office:** Word, Access, PowerPoint, Excel, One Note, Outlook, Visio

LEADERSHIP & INVOLVEMENT

- **President**, American Institute of Chemical Engineers (AIChE)
- **Project Leader**, Javelina Students for Sustainability

Harvey Lina

Agriculture Major Sample Resume

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

EDUCATION

Texas A&M University – Kingsville
Bachelor of Science, Animal Science

Expected Graduation: May 2019
GPA: 3.0

EXPERIENCE

Sendero Veterinary Services
Veterinary Technician

Mercedes, TX
June 2018 – Present

- Document patient and client records and prepped pets and livestock for a variety of surgical procedures
- Assist veterinarians with routine diagnostics and medicate/treat wounds
- Perform minor procedures under licensed supervision

Rio Rico Laboratory Services
Laboratory Technician

Mercedes, TX
June 2017 – May 2018

- Tested blood samples for brucellosis abortus in bovine patients and equine infectious anemia in equine patients.
- Filed USDA paperwork under federal guidelines for other veterinary clinics
- Followed FDA and USDA regulations when conducting tests

South American Veterinary
Intern

Montevideo/Young, UY
Summer 2016

- Successfully completed a 5-week internship gaining international veterinary experience
- Shadowed four licensed bovine and equine practitioners
- Compared similarities and differences of how veterinary medicine is practiced in both the United States and Uruguay

RELEVANT SKILLS

- **Equipment:** Light Microscopes, Autoclaves, Centrifuges
- **Bilingual:** Fluent in Spanish (Read, Write, Interpret, Translate)
- **Operating Systems:** Mac OSX and Windows
- Microsoft Office

HONORS & ORGANIZATIONS

- Agriculture Futures of America, 2017 – Present
- Honor Roll Recipient, TAMUK, Spring 2015
- Livestock Judging Team, TAMUK, 2015 – Present

Kim Branch

Education Major Sample Resume

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

EDUCATION

Texas A&M University—Kingsville

Expected Graduation: December 2018

Bachelor of Science-Interdisciplinary Studies, Teacher & Bilingual Education

GPA: 3.72

CERTIFICATIONS

**Texas Teacher Certification, Bilingual Generalist EC-6
Pedagogy and Professional Responsibility**, passed October 2016

EXPERIENCE

Driscoll Elementary School
4th Grade Student Teacher

Driscoll, TX
January 2016 – Present

- Design grading rubrics and course activities including learning stations, group work, and worksheets
- Assess student learning through a pre- and post-test as part of LAMP
- Create and implement lesson plans with the help of cooperating teacher
- Attend professional development training on curriculum, reading recovery, and lesson differentiation
- Organize after-school STAAR practice tutoring program 3 days a week for an average of 35 students

Bishop CISD

Kindergarten Field Observer

Bishop, TX
September 2015 – November 2015

- Observed a general education classroom mixed with various students at different learning levels
- Implemented various activities & lessons based on students' curriculum
- Assisted Physical Education teachers with 60 kindergarten students at a time

SKILLS

- CPR and First Aid Certification
- **Microsoft Office:** Word, PowerPoint, Excel, Publisher
- **Operating Systems:** Microsoft Windows 8.1

AWARDS & LEADERSHIP

- Dean's List, Texas A&M University-Kingsville, Spring 2016, Fall 2016
- Dean's List, Coastal Bend College, Fall 2014, Fall 2015
- **Secretary**, Association of Childhood Education International
- Kappa Delta Pi: International Honor Society in Education

Roy Al Blue

Arts & Science Major Sample

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

PROFESSIONAL SUMMARY

Communications/Journalism student with experience as a Bilingual Reporter, Page Designer and Spanish Editor. Internship experience at La Ley Spanish Radio Station in Corpus Christi, TX. Skills include:

- News writing and reporting
- Page design and commercial writing
- On-air persona

EDUCATION

Texas A&M University – Kingsville
Bachelor of Arts – Communications & Journalism
Minor: Speech

Expected Graduation: August 2018
GPA: 3.5

Del Mar College
Associates Degree – Radio & Television

December 2015

EXPERIENCE

Texas A&M University – Kingsville, The South Texan
Bilingual Reporter/Page Designer/Spanish Editor

Kingsville, TX
August 2017 – Present

- Conduct interviews, write weekly stories and make deadlines to ensure newspaper is up to date and delivered to readers on time
- Translate and edit my own stories as well as stories submitted by others
- Design Spanish page using InDesign

Texas A&M University – Kingsville, Marketing & Communications
Promotions/Social Media Assistant

Kingsville, TX
Summer 2017

- Worked daily on department promotions through Facebook, Twitter and YouTube
- Maintained the department's Facebook page
- Worked on advertisement pieces and reaching out to prospective students through social media, emails and newsletters
- Translated emails from English to Spanish and sent emails out to students

KMZZ La Ley 106.9-Claro Communications
Intern

Corpus Christi, TX
Fall 2016

- Assisted with the development of commercials that were aired throughout the Coastal Bend area
- Aided with creating, clipping and choosing songs to be aired
- Participated in on-air conversations with listeners about human interests

SKILLS

- **Microsoft Office:** PowerPoint, Excel, Word
- **Adobe:** Premiere, InDesign, Photoshop
- **Bilingual:** Spanish
- AP Style Formatting

HONORS & ACTIVITIES

- Javelina Broadcast Network, Spring 2016 – Present
- Javelina Press Club, Spring 2016 – Present
- **1ST Place – Spanish Radio Announcing**, TIPA 2016, Spring 2016

Santa Gertrudis

Pharmacy Sample Resume

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

PROFESSIONAL SUMMARY

Licensed Pharmacy student with Immunization and Medication Therapy Management Certifications and experience working as a Pharmacy Technician for HEB and Walgreens. Experience includes gathering accurate medical history, maintaining pharmacy inventory and providing excellent customer service. President of Rho Chi and recipient of the Irma Lerma Rangel Scholarship.

EDUCATION

Texas A&M University Health Science Center
Irma Lerma Rangel College of Pharmacy
Doctor of Pharmacy

Expected Graduation: May 2019
GPA: 3.8

Texas A&M University-Kingsville
Bachelor of Science – Chemistry

August 2016
GPA: 4.0

LICENCES & CERTIFICATIONS

- Texas License: XXXXX
- Immunization Certification, May 2017
- Medication Therapy Management Certification, April 2016

PHARMACY EXPERIENCE

HEB

Pharmacy Technician

Kingsville, TX
September 2017 – Present

- Maintain pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies and removing outdated drugs
- Organize medications for pharmacist to dispense by reading medication orders and prescriptions, preparing labels and assembling intravenous solutions
- Greet patients in person and by phone, answer questions and refer inquiries to the pharmacist

Walgreens

Pharmacy Technician

Corpus Christi, TX
August 2016 – May 2017

- Communicated with patients to gather accurate medical and drug histories
- Increased distribution of patient education brochures 75% over a period of six months
- Entered prescriptions according to Walgreens standard operating procedures

ADDITIONAL EXPERIENCE

Walmart

Cashier

Houston, TX
December 2014 – August 2016

- Provided customer service for up to one hundred customers daily
- Restocked shelves and conducted weekly inventory checks
- Awarded employee of the month for speed and accuracy at the cash register

LEADERSHIP & HONORS

- **President** (2017 – Present), Rho Chi, Texas A&M Rangel College of Pharmacy, 2015 – Present
- **P2 Class Representative**, Texas A&M Rangel College of Pharmacy, 2016 – 2017
- **Irma Lerma Rangel Scholarship**, Texas A&M Rangel College of Pharmacy, 2016 – 2017

Tammie Yu

Graduate Student Sample Resume

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

EDUCATION

Texas A&M University-Kingsville
Master of Science, Biological Sciences

Expected Graduation: December 2020
GPA: 4.0

P.E.S Institute of Technology, India
Bachelor of Engineering, Biotechnology

June 2015
GPA: 3.5

EXPERIENCE

Texas A&M University-Kingsville, Biology Department
Graduate Research Assistant

Kingsville, TX
January 2019 – Present

- Study the protein-protein interaction between SALL2 and MCM2 to understand its role as a tumor suppressor
- Clone, create mutants and protein purification
- Use techniques including: bacterial culturing, PCR, site directed mutagenesis, gel electrophoresis, SDSPAGE and chromatography

Dr. Reddy's Laboratories
Assistant Manager – Biologics Unit

Hyderabad, India
July 2016 – December 2018

- Conducted downstream processing and protein purification of Monoclonal Antibodies used for cancer therapy
- Actively involved in process validation, quality assurance and implementation of cGMP regulations
- Utilized chromatographic purification and tangential filtration techniques

Biozeen
Intern

Bangalore, India
May 2015 – July 2015

- Trained in Microbial Fermentation, downstream purification, sterilization techniques, animal cell culture and Bioprocess Engineering.

COMPUTER SKILLS

- **Bioinformatics Tools:** Primer Designing, Restriction Mapping, NCBI BLAST, FASTA
- Microsoft Office

VOLUNTEER WORK

- Texas State Aquarium, 2016 – Present
- Animal Rescue Kleberg (ARK), 2015 – Present

ACTIVITIES

- **Treasurer**, Graduate Biology Student Association

Belle Tower

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

PROFESSIONAL SUMMARY

Texas A&M University-Kingsville MBA graduate and Career Services professional with over 6 years of experience working with students in higher education focusing on student success, scholarships and student advising.

Experience includes:

- Assisting students and alums in preparing for and securing full-time jobs and internships
- Serving as a representative of the university at recruiting events to promote programs
- Overseeing university scholarship awards and knowledge of selection criteria
- Providing excellent customer service to a diverse group of students and alums

EXPERIENCE

Texas A&M University-Kingsville, Career Services Center

Kingsville, TX

Career Advisor

2016 – Present

- Assist students in finding internships and full-time jobs by conducting presentations, workshops and one-on-one sessions
- Created first year programing and serve as Advisor for Career Launch – TAMUK’s first career focused Living Learning Community
- Review resumes, cover letters and conduct practice interviews for students and alums to ensure career success

Boys and Girls Club

Corpus Christi, TX

Annual Giving Coordinator

2011 – 2016

- Responsible for raising over \$50,000 from 32 private donors in April 2013 – culminating in our most successful month ever and achieving 50% of our fundraising goals for the year in January through April
- Created and implemented the Boys and Girls Club Philanthropy Campaign which raised over \$30,000 in donations
- Obtained over \$85,000 in grants and sponsorships for programs and events
- Created and managed a social media plan to educate students, parents and the community about philanthropy

ORGANIZATIONS

- **Vice-President of Marketing & Communication**, National Association of Career Services Professionals, 2016 – Present
- **Advisor**, Career Launch – Living Learning Community, TAMUK, 2016 – Present
- Leadership Kingsville, 2015 – 2016
- **Advisor**, Boys & Girls Club Alumni Association, 2014 – 2016
- **Chair**, Boys & Girls Club Advisory Committee, 2014 – 2016
- **Board Member**, Kingsville’s Next Generation, 2013 – 2015

COMPUTER SKILLS

- Symplicity
- CSO
- Adobe Illustrator
- QuickBooks
- Raiser’s Edge
- Microsoft Office

EDUCATION

Texas A&M University-Kingsville

Master of Business Administration

2011

Bachelor of Business Administration – Marketing

2010

Porsche Keyes

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

Date

PARTS OF A COVER LETTER

Person Addressing Cover Letter To
Title of Person
Company Name
Address
City, State Zip Code

Dear Ms. (Last Name):

First Paragraph: Your very first sentence should explain why you are writing including a job title and where you saw the position. The rest of the first paragraph should create a personal connection between you and the organization. Have you talked to employees? Tell them what great things the people you have talked to say and why you want to be a part of the organization! Check the “About Us” section of their website and see what they say about themselves; read recent news articles – find something that clicks with you about this organization and speak to that.

2nd paragraph: The second paragraph should sell your education, experience and skills. As much as possible you should tie these attributes to the employer’s needs as stated in the job description, information session or uncovered through networking. Focus on what you can do for the employer, not what the employer can do for you.

3rd paragraph: Closing. Indicate that you would like the opportunity to interview for a position or talk with the employer to learn more about their opportunities or hiring plans. Thank the employer for her/his consideration.

Sincerely,

Your Name Typed

Lu Al

Address
City, State, Zip

Email Address
(XXX) XXX-XXXX

Use the same Header used on your resume

May 28, 2018

4 blank lines

Ms. Terry Guest
Director
Valero Energy
P.O. Box 696000
San Antonio, TX 78269

2 blank lines

Dear Ms. Guest:

Address your letter to a specific person when possible

Immediately state why you are interested in the company and position

I am writing to you in regard to the Accounting Internship currently posted on the Texas A&M University-Kingsville Career Services site. I am very excited about the prospect of bringing my skills and professionalism to work with an energy company like Valero which has made a clear investment in not only effective, traditional energy sources but also new and innovative alternative sources. Valero is on the leading edge of the energy industry and I am excited about the prospect of contributing to your organization.

I am a sophomore at Texas A&M University-Kingsville currently pursuing a Bachelor of Business Administration in Accounting and have earned a 3.4 GPA. I have been working part-time for the past two semesters in the Business Office at Texas A&M University-Kingsville where I am responsible for reconciling deposit statements, balancing account ledgers and assisting students and parents with questions. I also have experience working with the Volunteer Income Tax Assistance (VITA) program through my membership in the Accounting Society. In addition, I have a strong knowledge of QuickBooks and Excel.

Draw attention to relevant skills, as defined by the job description, and demonstrate when and how you have used them

I look forward to speaking with you in person about this opportunity and how I can contribute to the continued success of your company. Thank you for your time and consideration.

Sincerely,

Keep the letter short and to the point. Be direct but courteous in the closing

Your Name Typed

Ima Hogg

Address
City, State Zip

Email Address
(XXX) XXX-XXXX

REFERENCES

Reference Name

Title

Company Name

Company Address

City, State Zip

E-Mail Address

Phone #

Use the same heading used for your Resume and Cover Letter

Roy Al Blue

Director, Ranch Operations

King Ranch

1989 Brahma Blvd.

Kingsville, TX 78363

BlueNGold@kingranch.com

(361) 593-1989

Dr. Ken Branch

Professor, Dick & Mary Lewis Kleberg College of Agriculture, Natural Resources & Human Sciences

Texas A&M University-Kingsville

1976 Hoggie Lane

Kingsville, TX 78363

Ken.Branch@tamuk.edu

(361) 593-1976