

First Name Last Name in 18 point bold font

Phone number with area code (be sure to set up voicemail)

Email address that is a not a TAMUK email, but still professional

This section is a summary of qualifications – No bullets needed. Simply list 5-7 unique skills and abilities you possess that are related to the position you are applying to. *Samples – Customer service experience, public speaking, proficient in marketing, strong analytical skills, etc.*

EDUCATION

Official title of degree Month and Year of Graduation Date
(confirm with University, needs to match your transcript)
Minor (if applicable)
Overall GPA (avoid listing only GPA for major coursework) List if 3.0 or higher
Coursework you earned your best grades in

HONORS (optional)

Dean's List with the semesters earned
Scholarships
Special academic achievement awards

EXPERIENCE (be sure to list your internships first – all other positions to be listed in most recent order)

Intern Time period of internship
Name of company or organization and it's location
- *A few key responsibilities of the work you performed*
- *Samples – Wrote an updated public policy statement for the organization*
- *Completed validation tests for structural engineering project*
- *Interviewed 50 clients to determine eligibility for department services*
Part-Time positions (in same format as above)

ACTIVITIES (detail your activities outside the classroom and be sure to list accomplishments)

Current Member, Name of Organization, Dates of Services
Officer, Name of Organization, Dates of Term
Volunteer work with the name of the organization