

First Name Last Name in 18 point bold font
Phone number with area code (be sure to set up voicemail)
Professional email address that is not @students.tamuk.edu

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

University name	Month and Year of Graduation Date
Official title of degree (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 listed in most recent order)

Intern	Time period of internship
Name of company or organization and location	
<ul style="list-style-type: none">- <i>A few key responsibilities of the work you performed</i>- <i>Samples – Wrote an updated public policy statement for the organization</i>- <i>Completed validation tests for structural engineering project</i>- <i>Interviewed 50 clients to determine eligibility for department services</i>	
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