

Name = 18-24 pt.
(New Times Roman)

Contact Info = 9-11 pt.

Text = 10.5-12 pt.

Headers = 12-14 pt.

(Name)

_____ (Address)

_____ (City, State)

_____ (Phone Number)

_____ (email)

Objective

Name the position applying for and what skills/knowledge you offer.

Education

Bachelor of _____ in _____
Minor/Option in _____
Oklahoma State University – Stillwater, Oklahoma
Graduation Date : _____
GPA: _____

Describe “what you can do” for the reader (employer) using action verbs to create vivid pictures.

When described in this way you will strengthen your credibility... “I can do _____. I did it in this context.”

For a list of possible headers see other side.

_____ (your descriptor – job title) _____ (dates)
_____ (organization) _____ (location)

- _____
- _____
- _____
- _____

_____ (your descriptor – job title) _____ (dates)
_____ (organization) _____ (location)

- _____
- _____
- _____
- _____

Or, you can simply list items such as computer skills, leadership roles, honors or awards...

If you chose to list activities make sure you include your role (title) and dates.

Section Headers found on Resumes...

Objective		Professional Overview
Summary	Related Activities	Professional Organizations
Qualifications Highlights	Accreditations	Additional Training
Summary of Qualifications	Licenses	Special Training
Career Profile	Certificates	Scientific Societies
Areas of Effectiveness	Certifications	Personal Attributes
Areas of Expertise		
Significant Accomplishments	Hardware/Software	Additional Information
Professional Objective	Technology Skills	Selected Awards
	Office Skills	Selected Honors
Work Experience	Computer	
Employment History	Computer Skills	Leadership Experience
Related Experience	Key Skills	Communication Experience
Experience	Special Skills	Sales Experience
		Research Experience
Related Coursework	Achievements	Laboratory Experience
Volunteer Experience	Honors	Teaching Experience
Community Service	Awards	
Community Involvement	Memberships	Research Interests
Campus Involvement	Affiliations	Presentations
Campus Leadership	Workshops	Publications
Leadership Roles	Seminars	Works-In-Progress

Quick Tips...

- Make sure to PROOFREAD!
- Be consistent. (Dates, margins, tabs, etc.)
- Spell things out – it looks more formal and professional.
- Remember to write to the reader – What is important to them? What are they interested in?
- Make sure your email address is professional.
- Be brief and succinct in your descriptions of skills and knowledge (Get to the point).
- GPA's above a 3.0 are considered competitive.
- A one-page resume is most common for a traditional college student.
- Do not include information such as age, marriage status, religion, social security number unless there is a specific reason to do so (federal government resume for example).
- Make sure to PROOFREAD!