

First Middle Last Name

Phone Number
your.name@youremail.com

Street Address
City, State Zip Code

Summary

[Your summary will combine what position you are seeking with a brief overview of your qualifications. Be sure to include that you are/will be a recent graduate of TSTC. Talk about one of your recent accomplishments related to work or school. Are you bilingual? Today, knowing a second language is a valuable quality. Don't forget to list what language(s) you're fluent in. List any special memberships or honors related to work or school. Your summary should be three to five sentences long highlighting your best qualities.]

Skills

- [List skills related to the field of work you're interested in]
- [Stick to using keywords rather than long sentences]
- [Include names of classes you took related to your major/program]
- [Don't include general education courses]
- [Include the names of software or equipment you've used]
- [You can list certifications here as well]
- [Try to include current terms related to the job]

Education

Your Degree, Your Program Year/ Expected Year of Graduation
Name of College - City, State

Work History

Your Most Recent Position Year to Year/or Present
Company Name - City, State

- [List notable accomplishments for the job you performed in your position or for the company as a whole]
- [Use gerunds (-ing words) at the beginning of each description to give the feeling of "doing" something]
- [Include any committee memberships to show that you're a team player and like to get involved in activities outside your job description]

Your Previous Position Year to Year
Company Name - City, State

- [Give specific examples of the job you performed by showing, not telling]
- [Don't assume employers know exactly what you did by giving them one-word descriptions]
- [List 3 to 4 examples of the work you performed for each position you held]

Activities and Honors

- [List the name of the activity/membership and position you held even if it's just "Member"]
- [If you have run out of room, try incorporating these in other related areas in your resume (Work History, Education, Summary)]

Other useful tips: Use 10 to 12 pitch size font; use a serif font; don't use more than 2 different kinds of fonts; keep the resume to one page; print your resume on quality bond/resume paper; make specific to each job you apply for; and **DON'T FORGET TO SPELLCHECK AND PROOFREAD!**