

***(Sample design only. Please consult a counselor to create your best resume.)
Use View – Header and Footer to delete these lines and the one on the bottom.***

Your Name in 18 Point, Bold

Local Address, Apartment, City, State, Zip ☐ 512-555-5555 ☐ Email@my.lamar.edu

Permanent Address (Optional), City, State, Zip ☐ 512-555-5555 ☐ Email@hotmail.com

OBJECTIVE: Seeking position with type company, utilizing skills (fill in the blanks)

EDUCATION: Exact Title of Degree, with an Emphasis in Area Month and Year of Graduation
Lamar University, Beaumont, TX

Minor (Optional)

Overall GPA or GPA in Major (Optional)

(Any studying Abroad)

EXPERIENCE

Name of Business or Organization, City, State

Position, Date

- Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
- Focus on accomplishments, not just job duties
- Provide as much detail about your responsibilities as possible

Name of Business or Organization, City, State

Position, Date

- Offer additional knowledge, skills and abilities to supplement the information included in your cover letter or summary (if used)
- Focus on accomplishments, not just job duties
- Provide as much detail about your responsibilities as possible

LEADERSHIP

Dean's List: List number of semesters

Include any Scholarships, Year Awarded

Officer roles within organizations, Role held

SKILLS

- Computer skills, and trouble shooting.
- Include how many words per minute you type and any special technical skills you have
- Languages if more than one

(Fit resume into one page. Avoid typos. Proof thoroughly.)