

***(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](mailto:Email@my.lamar.edu)**

**Permanent Address (Optional), City, State, Zip ▪ 512-555-5555 ▪ [Email@hotmail.com](mailto:Email@hotmail.com)**

### **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

### **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)**

### **HONORS**

**Dean's List:** List number of semesters

**Include any Scholarships, Year Awarded**

**Leadership/Professional Organizations (If you have held a leadership position, describe accomplishments)**

- Professional Association, any Title?, Year(s)
- Student Organization, any Title?, Year(s)
- Volunteer Organization, any Title?, Year(s)
- Various Interests

### **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.)***