

***(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

Phone

email@my.lamar.edu

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

Education

Lamar University

Beaumont, Texas

Exact Title of Degree, with an Emphasis in Area Month and Year of Graduation

GPA

(Place any grade honors here. For example, Dean's List, President's List, etc.)

Work Experience

August 2006 – Present Name of Business or Organization, City, State

Position

- 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

January 2005 - May 2006 Name of Business or Organization, City, State

Position

- 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

Computer Skills

List all software and any trouble shooting that you provided

Activities/Honors/Awards

- List any organizations you are/were involved in both on and off campus along with offices held. T
- This will demonstrate to the employer that you have leadership and time management skills.
- You can also list awards, scholarships, and other achievements here.

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