

***(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

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)

RELEVANT EXPERIENCE

Area of Interest (Marketing, Sales...etc)

- Coordinate
- Researched
- Developed

Area of Interest (ex. Communication)

- Coordinate
- Researched
- Developed

Area of Interest (ex. Administration and Organization)

- Construct
- Maintained
- Assisted

RESEARCH PROJECTS (example)

"name of project" Semester, year

Conducted customer satisfaction surveys and interviews. Researched demographics, market trends, and competitors. Developed an ad campaign and a customer loyalty program.

Analyzed data and made recommendations for improvements for the Denver branches.

"Business Plan for Sports Equipment Rental Store" Spring, 2005

Researched and developed a business plan for a start-up retail store. Estimated operating costs and developed a break-even point. Projected cash flow accounting for the net present value of money. Designed an information system and financial database for the business.

WORK EXPERIENCE

Position/Organization name Location Date

Position/Organization name Location Date

Position/Organization name Location Date

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