



## Resumes & Professional Letters

Resumes, cover letters, and thank-you letters market a very important product - you! Follow these guidelines to create resumes and letters that showcase your qualifications and help you to get the opportunity you want. And when you have a draft of your documents, our Career Center staff will be happy to review them. Just drop by during our walk-in hours (Monday - Friday, 8:30 - 11:00 a.m. and 1:30 - 4:00 p.m.) or make an appointment.

### Personal Data

- Include name, permanent and/or local addresses, phone number, and an appropriate e-mail address.

### Objective

- Not required, but strongly encouraged to clarify skills and short-term career goals.
- Indicate position desired or areas of interest.
- Required when searching for a co-op or internship and should include start date.
- Avoid general statements and terms such as: opportunity for advancement, a challenging position, a position dealing with people, or a progressive company.

### Education

- Begin with your most recent education and experience. Typically Texas A&M University.
- Provide name and location (city & state) of college or university; degree received, major & minor, certificate; month & year of graduation, and cumulative GPR.
- Include any study abroad experience along with date & location.
- May include relevant, specialized coursework (i.e. minor coursework or electives), but list no more than 4-6 important classes.
- Include schools from which you received a degree. If you transferred from a junior or community college, or received credit for 30 or more hours, you can also include this, with GPR.
- Include high school, if a freshman or sophomore, but replace with more updated and relevant information as involvement increases.
- Provide amount, if over 50%, of financial support provided through scholarships, grants, loans and/or employment.
- Include honors received, Dean's List, class rank, awards, and scholarships. List these in a separate "Honors" category if there are multiple items to include.

### Experience

- List full-time, part-time, internships, or co-op jobs.
- Include company or organization name, city and state of location, your job title, and dates of employment.
- Describe your accomplishments and duties using phrases beginning with action verbs in present or past tense, depending on whether it is a current or past experience.
- List most relevant experience first, then next list in reverse chronological order, with the most recent experience listed first.

### Leadership

- List your professional affiliations, clubs/organizations, campus activities, and dates of involvement.
- Include any offices you held or committees you chaired.
- A brief description of an activity may be necessary. Explain any Aggie specific terms, such as, Fish Camp Counselor.
- Describe your duties and accomplishments within the organizations focusing on the results of your involvement.

### Activities

- List activities and organizations in which you are a member, but do not serve in a leadership role.
- A brief description may be necessary if the group or activity is not well-known.

### Skills & Languages

- Include any technical skills such as computer software applications, hardware, laboratory skills and/or languages.
- List level of foreign language proficiency.

### Other Categories

- Can be used to demonstrate valuable attributes. For example: publications and presentations, relevant projects completed, special training, professional licenses or certifications.
- International students should include their visa status.

### References

- A statement "References upon request" is common but not necessary or recommended.
- For the interview, have references available on a separate sheet with the same header as your resume.

### Length

- Bachelor's level resumes should be only one page. Resumes for graduate students can be two pages and can include publications and presentations. Resumes for any degree level targeted for federal and state employment may exceed these page limits.

### Resume Writing Tips

- Arrange categories/sections in order of relevance, presenting your most marketable information first.
- Use brief, descriptive phrases instead of complete sentences.
- Select action verbs that illustrate your skills and experience.
- Do not use personal pronouns such as I, me, my, their.
- Focus on results, accomplishments, and skills that demonstrate you have the qualifications to be successful at the job. Highlight higher order skills as opposed to just listing daily tasks.
- Avoid repetitive phrases when describing your experience.
- Describe activities that employers may not be familiar with, especially those unique to Texas A&M University. Instead of using abbreviations or acronyms for organizations, write the entire name of the group.
- Have several people review your resume to check for spelling, grammatical errors, and readability.

### Appearance Checklist

- Make sure the resume is concise and easy to read.
- Use a consistent font throughout the resume. Fonts such as Calibri, Arial, and Times New Roman are professional in appearance and easy to read. The text in the body of the resume should be 10-11 point. Headings can be 12 point, with your name between 14 and 16 point.
- Use bold print to highlight each section or heading. However, avoid excessive use of underlines, italics, boldface, graphics or boxes. This adds unneeded emphasis and may make the information difficult to read. Margins should be set at 1" on all sides. If you need additional space, reduce the top and bottom margins first. All margins should never be smaller than .7 or .8".

## Appearance Checklist (continued)

- Always use high quality paper.
- Print the resume in black ink only and use a high quality text printer.
- Have someone else proofread for spelling and grammar for you.  
**Do not rely on spell check to correct errors!**

## Format Options

### Chronological

Recommended for most college students, this format focuses on work history and experiences. List most relevant activities first, starting with the most recent. Remember to list internships and co-ops before part-time work, even if part-time work is more recent.

### Functional

A functional resume focuses on skills developed through experiences. Typically, this format is recommended only for those candidates with extensive full-time work experience.

### Scannable

Scannable resumes can be either chronological or functional. This format has specific parameters that allow it to be easily scanned and interpreted by various computer programs for key words.

## Tips for Scannable Resumes

- Create using simple text editor such as Wordpad or Notepad.
- Start each page of a scannable resume with your name.
- Use a 10-14-point non-decorative font, such as Arial, Calibri, Courier or Times New Roman.
- Do not compress spacing between letters.
- Avoid bullets, hyphens, and dashes.
- Do not use columns when formatting your resume.
- Avoid graphics, boxes, underlining, and shading.
- Do not use italics or script print.
- Spell out words such as "percent" and "and" instead of using symbols such as "%" and "&".
- Use key words or short phrases, especially buzzwords related to the industry in which you are seeking a position.
- Do not fold or staple.

## Common Concerns

### GPR - What do you do if your GPR is low?

Always put your cumulative GPR on your resume. By not including it on your resume, an employer may assume your GPR is lower than it actually is. In addition to the cumulative GPR, you can focus on a particular part of your GPR that might be more appealing. For example, list your major GPR or GPR for the last 60 hours of coursework completed. List major GPR first if higher.

### Lack of Experience - What if your work experience is lacking?

Focus on skills you have gained through other activities, such as class projects, volunteer work, and student organizations.

### References - How do you format an impressive reference list?

- Have a separate sheet of references available, with the same header as your resume.
- Use the same paper as used for your resume.
- Include 3 to 5 references. At least one academic reference, such as a professor. At least one work-related reference, such as a former supervisor.
- Do not use family members or friends as references.
- Include the reference's name, address, e-mail, phone number, company or organization and job title as well as how known.
- Ask permission to use people as references and give them a copy of your resume, and cover letter if relevant. This allows them to be informed of your goals and what information the potential employer has seen.

## Action Verbs

Use Action Verbs when describing your experiences/accomplishments on your resume, in your cover letters, and during your interviews. Skills you will bring to an employer can be categorized into three groups: how you interact with people, things, and ideas.

### People

accomplished  
adapted  
administered  
advertised  
advised  
affected  
analyzed  
arranged  
assembled  
assisted  
calculated  
collaborated  
conducted  
consulted  
coordinated  
directed  
explained  
managed  
motivated  
organized  
prepared  
promoted  
stimulated  
supervised  
taught

### Things

built  
calculated  
changed  
compiled  
completed  
constructed  
created  
designed  
drafted  
edited  
established  
evaluated  
examined  
expanded  
facilitated  
familiarized  
formulated  
generated  
guided  
improved  
prepared  
programmed  
revised  
specified  
used

### Ideas

adapted  
analyzed  
coordinated  
created  
defined  
devised  
educated  
established  
explained  
illustrated  
implemented  
initiated  
innovated  
integrated  
interviewed  
investigated  
maintained  
marketed  
modified  
monitored  
negotiated  
obtained  
presented  
proposed  
wrote

## Cover Letter

### Introduction

The primary purpose of the cover letter is to:

- Provide more detailed information to support the knowledge, skills, and abilities listed on your resume.
- Serve as an introduction, enticing prospective employers to review your resume.
- Allow you to tailor your application to the specific job for which you are applying.

The cover letter provides an opportunity to let an employer hear your voice. It reflects your personality, your attention to detail, your communication skills, your enthusiasm, your intellect, and your specific interest in the position.

### Content

- Cover letters should be tailored to each organization to which you are applying. The letter should indicate the position for which you are applying and how you learned of the employment opportunity. In addition, your letter should include specific details about why you are interested in that particular company and position, and should provide answers to the following:
  - Why do you want to work for this organization?
  - Why do you 'fit' with this organization?
  - What are your qualifications for this position?
- The cover letter should also highlight the most important and relevant accomplishments, skills, and experience listed in your resume. It should also request specific follow up, such as an interview.

### Format

- A cover letter should be addressed to a specific company or organization and, typically, the most important recruiting contact, the hiring manager.
- The letter should be no longer than one page, in paragraph form with a conversational, though formal, tone.
- In your first paragraph, state your reason for writing the letter, including the position or type of work for which you are applying, your interest in the organization, and from which source you learned of the opportunity.

## Cover Letter

### Format (continued)

- The body of your letter should consist of one to three longer paragraphs in which you expand upon your qualifications for the position. Include your education, planned completion date and other educational highlights. Pick out the most relevant qualifications listed in your resume and discuss them in detail, demonstrating how your background and experience qualify you for the job. Be as specific as possible, and refer the reader to your resume for additional details.
- The concluding paragraph of your letter should indicate what you want to happen next, most likely an interview. State where and when you can be reached, and express your willingness to come to an interview or supply further information. Close by thanking your reader for his or her time and consideration.

## Cover Letter Outline

A resume should always be accompanied by a cover letter, unless you are handing it directly to someone or applying through our online system. When emailing a cover letter and resume, make the cover letter the text within your email and attach your resume.

The employer will evaluate you as a prospective employee based upon the appearance, content, grammar and punctuation errors in your cover letter.

Your present address  
City, State Zip Code

Date

Mr./Ms. \_\_\_\_\_, title  
Name of Company  
Street Address  
City, State Zip

Dear Mr./Ms. \_\_\_\_\_:

1st paragraph - Explain why you are submitting your resume. State the position for which you are applying. Mention how you heard about the opening: newspaper, name of person who referred you, etc. (basically, who you are, what you want and why).

2nd paragraph - State why you would be qualified for the position; mention specific qualifications or experiences you have that may be pertinent to the position. Tell of any particular interest you have in the company, location, or position. Point out relevant information that may not appear in your resume.

3rd paragraph - Express interest in an interview; indicate best time to contact you or suggest you will call to set up an interview time. Your closing should encourage a specific action by the reader.

Sincerely,

(Handwritten Signature)  
Typed Signature

### Writing Tips

- Create an original letter for each organization. Although parts of each letter will be similar, include specific details about the organization and position to stress your interest and enthusiasm.
- Review the contact information to make sure your letter is addressed correctly. If you are unsure of the recipient's gender, for example, confirm that information prior to sending.
- Proofread the letter and have at least one other person review it as well. Remember that the Career Center offers this service during walk-in advising in room 209 Koldus.
- Include accomplishments in the cover letter instead of listing responsibilities and duties.
- Close the letter with your action plan, specifically stating your intent to follow up with the letter's recipient.

## Cover Letter Example

Each letter should be prepared individually; using form letters is not advised. Address letters to the individual directly involved in interviewing candidates; make every effort to discover the name of the person who will make the hiring decision.

1234 University Way  
College Station, Texas 77843

August 12, 20xx

Ms. Jane Davis, Vice President  
XYZ Corporation  
1234 Business Plaza  
Houston, Texas 77123

Dear Ms. Davis:

I appreciated the opportunity to learn more about XYZ Corporation during your campus information session on July 8, 20xx. As a senior Sociology major at Texas A&M, I was impressed by XYZ's commitment to community partnerships and your reputation as a leader in your field. I also enjoyed the opportunity to speak with several former students currently working at XYZ, including John Smith, who enthusiastically described the variety of projects he has completed over the past four years. Because of your industry success, your dedication to community service, and your leading-edge projects, I am very interested in pursuing a position within your organization.

Currently, I am serving as an intern with City of Dallas, Texas. In addition to my internship, I have served as the Vice President of Membership for the APO service fraternity. This group participates in a number of recruiting activities to maintain and continually increase membership, including several new programs that I initiated over the past two years. As a result of these new programs, membership has increased for APO by 8%. For more information, please see the enclosed resume.

In closing, I am genuinely interested in a position with XYZ Corporation. I look forward to having the opportunity to meet with you and to discuss my qualifications further. Please contact me at 123-456-7890 or jaggie@tamu.edu if you have any questions or would like additional information.

Thank you very much for your time and consideration.

Sincerely,

*Josephina Aggie*

Josephina Aggie

**GOOD AGGIE UPPERCLASSMAN 2**

100 Olsen Drive  
College Station, Texas 77840

(979) 555-5555  
First\_Last@aggienetwork.com

**EDUCATION**

Texas A&M University, College Station, Texas  
Bachelor of Business Administration in Accounting  
Major GPR: 3.58; Overall GPR: 3.36

May 2011

**LEADERSHIP**

**Financial Management Association**

Treasurer, 2009-2010

September 2007 - May 2010

- Managed \$4,000 budget and maintained bookkeeping system for organization
- Increased cash flow by 15% by finding ways to cut superfluous spending

**Chi Omega Fraternity, Xi Kappa Chapter**

Vice President, 2009-2010

August 2007 - Present

- Mentored and advised 200 active members regarding academic matters
- Administered meeting order and ritual
- Attained qualified speakers for 3 Chi Omega functions
- Directed spring and fall Eleusinia, the bi-annual celebration of Chi Omega's heritage
- Interpreted, administered, and amended Chapter bylaws and standing rules

**Recruitment Information Chairman, 2008-2009**

- Gathered and organized information on each of the 600 potential new members and presented information to the Chapter
- Tabulated all scoring and rankings of potential new members
- Co-coordinated recruitment "work week," the Chapter's preparation time one week before recruitment begins

**Business Student Council**

Events Committee Member-Parents' Weekend Coordinator, 2010

September 2008 - Present

- Coordinated the annual Parents' Weekend breakfast and presentation for all Mays Business School students and parents, with approximately 750 in attendance
- Supervised 4 members of the Events Committee assigned to Parents' Weekend
- Awarded Member of the Year Scholarship for 2009

**RELEVANT WORK EXPERIENCE**

**Texas A&M Career Center, College Station, Texas**

Student Worker, Business Career Services

August 2010 - Present

- Deliver presentations to audiences with up to 225 attendees, reaching approximately 1,200 students yearly
- Advise students regarding resumes, major selection, job search strategies, and other career-related topics
- Assist in compiling and computing employment statistics in Excel for undergraduate business students
- Selected to serve on a student panel to discuss recruiting tactics from a student's perspective

**PricewaterhouseCoopers LLP, Dallas, Texas**

State & Local Tax Consulting Internship

June 2010 - August 2010

- Assisted with a State Tax Benefit Proposal from inception to final presentation to the Executive Board
- Prepared and edited client memos regarding various steps in restructuring process
- Maintained 2 state tax matrices regarding Intellectual Property legislation and add back provisions of certain interest and intangible property
- Researched state sales tax laws regarding the taxation of pre-paid phone cards
- Organized legal documents for clients under Texas state audit

**SKILLS**

Advanced knowledge of Microsoft Excel; Proficient in Quickbooks, Microsoft Word, PowerPoint, and Access

**WORK AUTHORIZATION**

Eligible for Practical Training

# Chronological Resumes

Quantify the description of your duties to give your potential employer a sense of your level of responsibility and achievement.

Make your objective specific and avoid general statements and terms.

Include technical skills, special licensure or certifications and foreign language skills with level of proficiency.

For additional resume and letter examples, please visit **HireAggies.com**

**Aggie Name**

Address  
City, State Zip  
(999) 999-9999  
ita@tamu.edu

<b>OBJECTIVE</b>	Seeking an entry-level position that will lead to opportunities in Technical Sales, Production, or Field Engineering.
<b>EDUCATION</b>	<p><b>Texas A&amp;M University, College Station, TX</b> Bachelor of Science in Mechanical Engineering, Certificate in Project Management      May 20xx Major GPR: 3.32      Cumulative GPR: 2.87 <i>Financed 75% of college education through employment and grants</i></p> <p><b>Study Abroad: University of Applied Sciences, München, Germany</b>      Summer 20xx Received DAAD University Summer Course Grant to study entrepreneurship, business planning, and project management in international teams.</p>
<b>ACTIVITIES</b>	<p><b>Student Engineers' Council (SEC)</b> <b>Career Fair Team Leader</b></p> <ul style="list-style-type: none"> <li>Directed successful career fair with revenue exceeding \$30,000.</li> <li>Recruited 100+ volunteers for golf tournament and career fair.</li> <li>Organized corporate-student golf teams for 64 companies.</li> </ul> <p><b>Society of Women Engineers</b>      January 20xx - Present <b>Sisters of the Sword and Shield</b>      September 20xx - May 20xx <b>Texas Aggies Making Changes</b>      January 20xx - June 20xx</p>
<b>HONORS</b>	<p><b>Pi Tau Sigma, National Mechanical Engineering Honor Society</b> <b>Dean's Honor Award, Dwight Look College of Engineering</b> <b>TAMU Representative at SEC Convention, New York, NY</b></p>
<b>EXPERIENCE</b>	<p><b>Lyondell Chemical Company, Victoria, TX</b>      Spring &amp; Summer 20xx <i>Machinery Engineer Co-op</i></p> <ul style="list-style-type: none"> <li>Further developed life cycle cost program and assisted in training engineers on program.</li> <li>Assisted in analysis of data gathered for long range equipment reliability study.</li> <li>Played a role in designing a mechanism to increase cooling for polymer gear pump bearings.</li> <li>Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School.</li> <li>Assisted in execution of company's world wide reliability forum through presentation development.</li> </ul> <p><b>Machinery Engineer Co-op</b>      Summer 20xx</p> <ul style="list-style-type: none"> <li>Assisted in the development of a program to conduct basic life cycle cost analysis.</li> <li>Developed an Excel database for a long range plan to increase reliability.</li> </ul> <p><b>Reliability Engineer Co-op</b>      Fall 20xx</p> <ul style="list-style-type: none"> <li>Submitted and received approval for installation of condensate traps on air compressors.</li> <li>Followed flare and rotary feeder installation during a plant turnaround.</li> <li>Presented at a technical exchange on problems with double ball check valves.</li> </ul> <p><b>Crescent Moon Family Farm, El Campo, TX</b>      May 20xx - August 20xx</p> <ul style="list-style-type: none"> <li>Operated and maintained all equipment (combines, tractors, four-wheelers, etc.).</li> <li>Gained many technical skills and production operations experience.</li> </ul>
<b>SKILLS</b>	AutoCAD, AutoCAM, Microsoft Office, Intermediate proficiency in spoken/written German

## Aggie Student

Address • City, State Zip • (999) 999-9999 • abcdef@aggienetwork.com

<b>OBJECTIVE</b>	To obtain a Summer 20xx internship in Biomedical or Biotechnology Research	
<b>EDUCATION</b>	<b>Texas A&amp;M University</b> , College Station, Texas Bachelor of Science in Zoology May 20xx Cumulative GPR: 3.19 50% of education financed through employment, loans, and grants	
	<b>Related Coursework:</b>	
	Organic Chemistry I&II (lab)	Genetics (Lab) Nutrition
	Biochemistry I&II (Lab)	Anatomy (Lab) Technical Writing
<b>TECHNICAL SKILLS</b>	Ion chromatography	Southern Blots HPLC
	Electrophoresis	DNA Extraction Technique PCR
<b>RELEVANT EXPERIENCE</b>	<b>Department of Biology</b> , Texas A&M University Intern under Dr. Larry Collins (25-30 hours/week) January 20xx - Present	
	<ul style="list-style-type: none"><li>Collect blood samples from laboratory animals</li><li>Perform glucose assays to determine correlation between glucose and T4</li><li>Feed and care for lab animals, including turtles, fish, and sea urchins</li><li>Maintain inventory of lab equipment and supplies</li></ul>	
	<b>Department of Biochemistry</b> , Texas A&M University Undergraduate Research Assistant (20 hours/week) January 20xx - December 20xx	
	<ul style="list-style-type: none"><li>Prepared fungi samples for DNA extraction</li><li>Performed gel electrophoresis and scored RFLPs</li><li>Recorded data using Microsoft Excel</li></ul>	
<b>LEADERSHIP</b>	<b>Microbiology Society</b> , Texas A&M University President September 20xx - Present	
	<ul style="list-style-type: none"><li>Define goals and provide leadership to 50 active members</li><li>Increased membership by 25% through marketing and recruitment</li></ul>	
	Member August 20xx - May 20xx	
	<b>Fish Camp</b> , Texas A&M University First-year student orientation program October 20xx - August 20xx	
	Co-Chairperson May 20xx - July 20xx	
	<ul style="list-style-type: none"><li>Managed \$1,000,000 budget</li><li>Developed and coordinated a minute-by-minute schedule for twenty-four counselors</li><li>Assessed liabilities of risk for scheduled camp activities</li></ul>	
	Counselor June 20xx - August 20xx	
	<ul style="list-style-type: none"><li>Mentored over 100 incoming freshmen to ease their transition into the college experience</li></ul>	
<b>WORK EXPERIENCE</b>	<b>Sbisa Dining Hall</b> , Texas A&M University Server/Cashier May 20xx - March 20xx	
	<ul style="list-style-type: none"><li>Trained 5 new employees in food preparation and serving</li><li>Served food and drinks according to customers' orders</li><li>Complied with all safety and sanitation standards to maintain clean work area</li></ul>	
<b>ACTIVITIES</b>	<b>Big Event</b> March 20xx Replanted a garden and trimmed bushes for an elderly couple as part of university's community-wide service project	
	<b>AIDS Services of the Brazos Valley</b> May 20xx - July 20xx	
<b>HONORS</b>	Distinguished Student Award Texas A&M Mother's Club Scholarship	

# Chronological Resume

"Related Coursework" allows you to highlight skills, coursework and training in areas of particular interest to an employer.

A brief description of an activity may be necessary. Explain any Aggie specific terms.

1234 Aggie Way  
Houston, TX 77123  
(281)123-4567  
gigem@aggie.net

October 15, 20xx

Ms./Mr. Xxxxxx  
Manager, Retail Giant  
1234 Retail Way  
Houston, TX 77123

Dear Ms./Mr. Xxxxxx,

Thank you for your time during your recruiting visit to Texas A&M University on October 14, 20xx. During my interview, I was excited to learn more about the innovative management trainee program with Retail Giant. It is a wonderful opportunity and I look forward to hearing from you.

As we discussed, I will be graduating in December with a Bachelor's degree in Agricultural Economics. Complementing my education, I have worked over the past five years in the retail sector in various positions, including sales clerk and assistant manager. I am confident that this combination of education and experience provide me with the relevant skills to successfully complete Retail Giant's program and to become an effective leader within your organization.

Again, thank you for your time and for your interest, Ms./Mr. Xxxxxx. The interview reinforced my strong desire to become a part of your management team, and I eagerly await the next step in this process. I can be reached by phone at (281) 123-4567 or by email at Aggie@texas.edu should you have any questions or need additional information.

Sincerely,  
*Joe Aggie*  
Joe Aggie

## Thank You Letter Example

Send a thank you note by mail or email within 48 hours.

Follow up with a thank you note to anyone who spent time with you, even the person coordinating the visit.

For additional resume and letter examples, please visit [HireAggies.com](http://HireAggies.com)

## AGGIE NAME

1234 Hullabaloo Drive  
College Station, Texas 77840

(999) 999-9999  
aggiemail@tamu.edu

**OBJECTIVE** Seeking an entry level position that will lead to opportunities in management or sales.

**EDUCATION** **Texas A&M University**, College Station, TX Graduation: May 20xx  
Bachelor of Science in University Studies – Business  
Minors in English and Psychology  
Major GPR: 3.3, Cumulative GPR 3.0

**Blinn Community College**, Bryan, TX September 20xx - August 20xx  
Cumulative GPR: 3.5  
ACHIEVEMENT: Worked full time while in college to fund 100% of expenses

**WORK EXPERIENCE** **Office Depot**, College Station, Texas May 20xx – Present  
*Copy and Print Center Manager*

- Organize copy and print jobs, establish deadlines, and guide a team of 15 associates.
- Partner with store management to ensure proper functionality of department.
- Perform duties requiring efficiency and the ability to multitask under high-stress situations.
- Complete performance evaluations of employees and provide written feedback.

**Cheddar's Casual Cafe**, College Station, Texas March 20xx – April 20xx  
*Wait Staff Supervisor*

- Trained and supervised 12 wait staff providing consistent guidance and support to employees.
- Ensured repeat business through attentive and friendly customer service.
- Personally responsible for monetary transactions in excess of \$2,000/day.

**LEADERSHIP** **Phi Beta Lambda**, Texas A&M University Spring 20xx – Present  
*Treasurer*

- Manage annual budget of over \$30,000 including two scholarships awarded each semester.
- Maintain detailed records on money collected including type of fund, date collected, amount collected, and purpose.

**Fish Camp**, Texas A&M University March 20xx – August 20xx  
First-year student extended orientation program.  
*Chairperson* October 20xx – August 20xx

- Interviewed, selected, and managed 24 camp counselors from an applicant pool of 3000.
- Facilitated training on leadership, communication, team building, and risk management.
- Maintained a budget of approximately \$1,000 and contracted camp supplies and apparel.
- Served as a liaison between university administrators, camp directors, camp counselors, and approximately 160 new students.

*Counselor* March 20xx – September 20xx

- Advised and mentored two groups of 12-14 freshmen throughout two camps.
- Provided a support system for over 100 incoming freshmen in order to ease their transition into the college experience.

**HONORS AND AWARDS** Dean's Honor Roll, Texas A&M University Fall 20xx – Spring 20xx  
Distinguished Student Award, Texas A&M University Fall 20xx

**LANGUAGES** Fluent in Spanish (speaking, writing, reading)  
Conversational in Portuguese

## Chronological Resume

If you've attended more than one college or university, use this format for listing your education.

If you have significant language skills be sure to highlight these abilities.

## Scannable Resume for Electronic Keyword Search

Qualifications should provide an overview, not repeat information found in the "Experience" section.

For additional resume and letter examples, please visit [HireAggies.com](http://HireAggies.com)

### Aggie Name

Address  
City, State Zip  
Phone: (999) 999-9999  
12thman@tamu.edu

#### QUALIFICATIONS

LAN operation, web page design, database management, software development, Spanish fluency, electronics hobbyist, available for relocation, field testing research

#### EDUCATION

Texas A&M University, College Station, TX  
Master of Science in Computer Science, December 20xx  
Cumulative GPR 3.57

Southwestern Louisiana University, Hammond, LA  
Bachelor of Science in Physics, December 20xx  
Cumulative GPR 3.32

#### PROGRAMMING LANGUAGES

ADA, C, C++, Pascal, PL/1, LIP, IBM 360 Assembler, HTML

#### EXPERIENCE

Texas A&M Career Center, College Station, TX  
Student Technician, January 20xx - Present  
Maintain computer systems for a local area network, LAN. Operate and maintain a variety of office productivity software. Design and update home page for use by students to conduct transactions from remote sites. Develop and implement programs to print, distribute, and track information regarding the on-campus interviewing process.

Texas Engineering Experiment Station, Texas A&M University  
Student Worker, January 20xx to December 20xx  
Maintained subscription database for chemical data publications. Prepared publications for e-mail and hard distribution.

Geosource Inc., Programming Department, Houston, TX  
Technical Systems Support Assistant, May 20xx - August 20xx  
Wrote geophysical applications software for microcomputers. Designed, implemented and documented a sonic well-log calibration package, and a refraction statistics package. Taught course in basic microcomputer use.

#### ACTIVITIES AND AFFILIATIONS

Texas A&M Computing Society, (dates)  
Aggie Red Cross, (dates)  
Texas A&M Sailing Club, (dates)  
Aggie Allemanders Square Dance, (dates)