
100 OAKLEY APPLIED SCIENCE BUILDING | 270.809.3735



FirstName LastName

Street | City, ST ZIP | ###.###.#### | email@murraystate.edu

Summary of Qualifications

- l List in 3 - 5 bullets the skills and personal traits you bring to a posit on
- l Ef ect ve communicator, recognized for ability to build rapport easily
- l Organized problem solver in fast-paced environments
- l Detail-oriented writer entrusted to edit and send professional documents

EDUCATION

- U o y ; Murray, KY | ; May20xx
- l GPA: 3.35/4.0

EXPERIENCE

- 8 # ; Somewhere, KY | ; Oct 20xx - Jul 20xx
- l Entrusted to complete paperwork.
- l Organized files for ef cient future access.
- l Communicated with customers and vendors via phone and face-to-face.
- h o ; Somewhere, KY | ; Aug 20xx - May 20xx
- l Monitored traf c flow and directed students in safe road crossing.
- l Handled weather and situat onal emergencies as directed through training.
- o 7 ; Somewhere, KY | ; Aug 20xx - May 20xx
- l Coordinated af erschool act vit es for two elementary-aged children.
- l Arrived in t mely manner consistently.

ACTIVITIES

- o o : , fall 20xx - present; , spring 20xx - present
- h \ : , fall 20xx - present; , fall 20xx - present

KEY SKILLS

- 7 O : Spanish, convers

These are brief resume writing tips. For more detailed direct on please see the Career Handbook at

- 7 # u
- l Appropriate font(s)
- l Header text size (12 - 14 pt font)
- l Body text size (10 - 12 pt font)
- l Fills the page (one page only)
- l NO high school info af er sophomore year unless specif cally related to object ve
- l NO grammat cal/spelling mistakes
- l NO references (belong on separate page)
- l NO social security #, birth date, picture, marital status, gender, ethnicity, or religion

@

Includes name, address, phone number, and e-mail address clearly at top of page

-
- l Include Murray State, degree and grad date
- l Include minor(s) if applicable

-
- l Include employer/organizat on, locat on, t tle and dates of employment (month/year) listed present to past

- l Use present or past tense act on verbs
- l Use concise bulleted statements

= *

- l Include those most related to job
- l Include dates and list present to past
- l Include leadership role t tles

M o

- l Include those areas that communicate your ft to the job you are seeking to fill