

First and Last Name

Street Address
City, State and Zip Code

Phone #
E-Mail Address

Education

Name of School, Location (i.e. Texas A&M University, Bush School of Government & Public Service) Grad Date
Type of Degree (i.e. Master of Science in Marketing), GPA

Name of School for Undergrad Degree, Location (i.e. Southern Methodist University, Dallas, TX) Grad Date
Type of Degree and Discipline (i.e. Bachelor of Arts, International Studies), GPA

Experience This section is for experiences that are directly related to your future career.

Name of Company and Location Dates of Employment

Position

- *Do not include bullet points at this time.*

Class Projects

Name of class and project Semester

- *Do not include bullet points at this time.*

Work History Used for past experiences not related to your future career. **Master's students may or may not need this.**

Bullet points are not added to this section.

Name of Company and Location Dates of Employment

Position

Leadership and Honors

Organization Dates

Leadership title

- *Do not include bullet points at this time.*

Honor

Honor

Memberships, Skills, Interests

* organization name Dates

* skills such as special technical skills, not Microsoft Word, etc.

* Just a few quick interests

Work Authorization *For international students.* Eligible for practical training in the United States.

- You may use up to one half inch margin on your **ONE PAGE** resume and down to 10 point font.
- Do not use resume templates such as in Microsoft Word.
- Do not use text boxes, graphics, and/or fancy fonts on a business resume.