



Resumes & Cover Letters

Your resume serves as a marketing tool to highlight your relevant experience and skills, as well as your accomplishments. Your resume will not get the job for you, but it will, if effective, result in interviews. The goals of your resume should be to:

- Show information in a concise, easy to read and logical format
- Illustrate your achievements, attributes and expertise. Qualify and quantify results when possible
- Provide all relevant information necessary to allow a prospective employer to identify your transferable skills

Chronological Resume

List your experiences, beginning with the most recent and/or relevant and focus on work history and activities. The content in each section should be organized in reverse chronological order, starting with what you are currently doing and working back in time.

Resume Format

- One 8.5" x 11" page using Arial, Calibri, Times New Roman or Courier font
 - Resumes for graduate students can be two pages
 - Are you applying for graduate or professional school? If so, your resume can be over one page to fully reflect your experiences
- Font size should be no smaller than 10 point font and no larger than 12 point font (excluding your name)
- Size of your name should be between 14 point and 16 point font
- Margin size will vary between .5" and 1.0" (all 4 sides) depending on space needed for content
- Use resume templates available on tx.ag/resumes
- When sending electronically or uploading, save your resume as a PDF

Resume Content

- Organize the sections on your resume and the bullets within a section in order of relevance, listing the most important, marketable information/categories first
- Your name and contact information, an Objective (if appropriate) and Education, in that order, will always be the first three sections of your resume

Name/Contact Information

- Your name will always be listed first, at the top of the page; it will be the largest piece of information on the page (between 14 point and 16 point font)
- Include city and state (current or permanent mailing address is optional)
- Include a phone number where you can be reached, preferably your cell phone. Be sure to have a professional voicemail set up
- List a professional email address - consider an @aggienetwork.com account through The Association
- No need to label your information (e.g. email, phone)

Objective (optional)

- Tells the reader the purpose of your resume
- Should identify the kind of work you want to perform, if known, in no longer than two sentences
- If seeking an internship or co-op, include the time period when you are available to start
- *Example:* Seeking a summer 2020 internship in Marketing or Public Relations

Education

- List the institution you most recently attended (most likely will be Texas A&M University)
- Include the city and state
- Provide the official name of the degree you will receive in addition to your major (ex. Bachelor of Business Administration in Marketing)
- List your graduation month and year
- Include your overall GPR (always!). You can also include a major GPR and list the highest one first
- List any minors or certificates on separate lines below your degree
- If you've attended other institutions and received 30 credit hours or more, list in reverse chronological order following your most recent institution (include number of credits and GPA at each institution)
- Do not include high school information in this section. *Exception:* Freshmen and Sophomores may include high school experiences on resumes

Sections May Include

- Experience - categories include Work, Relevant or Volunteer Experience; use bullets to highlight what you learned, accomplished or gained. Include results, the name of the organization and location as well as your position and dates of employment
- Leadership
- Service
- Activities
- Honors or Awards
- Relevant Coursework - typically listed after Education section
- Skills - computer and technological
- Languages - include skill level (eg. fluent in Spanish-speaking, reading, writing)
- Work Authorization
- Study Abroad - typically listed after Education section

Do Not Include

- Personal information including photographs, age or marital status
- Abstract or intangible skills (eg. Creativity, organization, communication, teamwork); instead use examples under the experience section to show how you've demonstrated these skills
- References - these will be available on a separate page and provided when requested by the employer. There is no need to include the statement "References Available Upon Request"
- High school information, if you are beyond your sophomore year in college (exceptions include achievements such as Eagle Scout or Gold Award and experiences that are relevant to your current career goals)

Building a Bullet

- Start with an action verb
- Identify
 - What you did (the purpose)
 - How you did it (the method)
 - Why you did it (action)
 - Transferable skills
 - What you learned
 - What you gained
 - What you accomplished
- Focus on your contributions (the results) to your employer/organization
- Quantify! When using numbers, always show them in their number form
- The number of bullets you include for an experience will depend on the information; provide enough information so the employer knows what you're talking about, but not so much that they are overwhelmed with unnecessary details.

Aggie Freshman

1234 Aggie Way
College Station, Texas 77840

555-555-5555
aggie.freshman@email.tamu.edu

Use a similar Education
format if you've attended
more than one college.

EDUCATION

Texas A&M University, College Station, Texas
Bachelor of Business Administration
GPR: First Semester Student

May 20xx

A&M Consolidated High School, College Station, Texas
Graduated with honors; Rank: 1/500; Valedictorian
Overall GPA: 4.36

June 20xx

LEADERSHIP

Student Council, A&M Consolidated High School
Vice President, September 20xx – May 20xx

September 20xx – May 20xx

- Presided over class meetings with President
- Began planning for 10 year class reunion

Treasurer, September 20xx – May 20xx

- Managed and tracked finances for prom, overseeing a budget of \$10,000
- Organized meetings, events, socials, and prom

SkillsUSA, A&M Consolidated High School
President, September 20xx – May 20xx

September 20xx – May 20xx

- Planned meetings and activities including volunteer and fundraising opportunities for 35 members
- Led 8 meetings, guiding 50 members to decisions regarding organization's involvement on campus and in the community

Member, October 20xx – September 20xx

EXPERIENCE

RE/MAX United, Bryan, Texas
Intern

July 20xx – August 20xx

- Validated property credibility by collaborating with 6 contractors and 10 realtors
- Improved efficiency by examining over 40 lease documents for errors

The Dance Room, College Station, Texas
Dance Teacher, August 20xx – May 20xx

January 20xx – May 20xx

- Taught 50-60 children ages 3 through 13 years of age in dance techniques
- Prepared 6 unique dance lessons including ballet, tap and jazz for basic, intermediate and advanced skill levels
- Organized and orchestrated annual recital and seasonal events for 50 students

Assistant Dance Teacher, January 20xx – August 20xx

- Supervised 3 dance classes consisting of approximately 45 students, assisting the dance teacher in providing lessons

ACTIVITIES

American Marketing Association, Texas A&M University

September 20xx – Present

HONORS

Hugh O'Brian Youth Leadership Conference

October 20xx – June 20xx

- Chosen as sophomore representative for high school through essay submission and teacher evaluation

Girl's State

June 20xx

- Selected as female scholarship recipient from student body by American Legion Auxiliary through essay and interview process to represent local community

Navasota Valley Electric Scholarship

June 20xx

- Awarded scholarship based on essay and interview process

Chris Jones Memorial Scholarship

June 20xx

- Received scholarship based on essay, interview, and transcript

High school experiences should
be removed by end of
sophomore year and replaced
with college experiences.

SKILLS

Proficient in Microsoft Office (Word, Excel, and PowerPoint)

Make your objective specific and avoid general statements and terms.

Aggie Name

City, State
(999) 999-9999
aggiename@tamu.edu
www.linkedin.com/in/AggieName

OBJECTIVE Seeking an entry-level position that will lead to opportunities in Technical Sales, Production, or Field Engineering

EDUCATION **Texas A&M University**, College Station, TX
Bachelor of Science in Mechanical Engineering, May 20xx
Certificate in Project Management
Major GPR: 3.32 Cumulative GPR: 2.87

Study Abroad: University of Applied Sciences, München, Germany, June 20xx – July 20xx
Received DAAD University Summer Course Grant to study entrepreneurship, business planning, and project management in international teams.

EXPERIENCE **Lyondell Chemical Company**, Victoria, TX
Machinery Engineering Co-op, September 20xx – December 20xx

- Further developed life cycle cost program and assisted in training engineers on program
- Assisted in analysis of data gathered for long range equipment reliability study
- Played a role in designing a mechanism to increase cooling for polymer gear pump bearings
- Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School
- Assisted in execution of company's worldwide reliability forum through presentation development

Machinery Engineer Co-op, May 20xx – August 20xx

- Assisted in development of a program to conduct basic life cycle cost analysis
- Developed an Excel database for a long range plan to increase reliability of product assessment

Reliability Engineer Co-op, January 20xx – April 20xx

- Submitted and received approval for installation of condensate traps on air compressors
- Followed flare and rotary feeder installation during plant turnaround
- Presented at a technical exchange on problems with double ball check valves

LEADERSHIP **Student Engineers' Council (SEC)**, Texas A&M University
Career Fair Team Leader, January 20xx – Present

- Directed successful career fair with revenue exceeding \$30,000
- Recruited 100+ volunteers for golf tournament and career fair
- Organized corporate-student golf teams for 64 companies

Fish Camp, Texas A&M University
Chairperson, October 20xx – August 20xx

- Interviewed, selected, and managed 24 camp counselors from an applicant pool of 3000
- Developed and led 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 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

ACTIVITIES **Society of Women Engineers**, Texas A&M University, January 20xx – Present
Texas Aggies Making Changes, Texas A&M University, January 20xx – June 20xx

SKILLS Familiar with AutoCAD and AutoCAM; Proficient in Microsoft Office
Fluent in German (reading, writing, and speaking)

HONORS **Pi Tau Sigma**, National Mechanical Engineering Honor Society, Texas A&M University
Dean's Honor Award, Dwight Look College of Engineering, Texas A&M University

Include technical and/or language skills with level of proficiency.

Aggie Student

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

OBJECTIVE To obtain a Summer 20xx internship in Biomedical or Biotechnology Research.

EDUCATION **Texas A&M University**, College Station, Texas May 20xx
Bachelor of Science in Zoology, Minor in Business
Certificate in Leadership Study and Development
Cumulative GPR: 3.19
80% of education financed through employment

“Related Coursework”
allows you to highlight
skills, coursework and
training in area of particular
interest to an employer.

Related Coursework:
Organic Chemistry I&II (lab) Genetics (lab) Nutrition
Biochemistry I&II (lab) Anatomy (lab) Technical Writing

TECHNICAL SKILLS Proficient in: Ion chromatography, Southern Blots, HPLC
Familiar with: Electrophoresis, DNA Extraction Technique, PCR

RELEVANT EXPERIENCE **Genentech**, Houston, Texas Jan 20xx – Present
Intern (25-30 hours/week)

- Collect blood samples from laboratory animals.
- Perform glucose assays to determine correlation between glucose and T4.
- Feed and care for lab animals, including turtles, fish, and sea urchins.
- Maintain inventory of lab equipment and supplies.

Department of Biochemistry, Texas A&M University Jan 20xx – May 20xx
Undergraduate Research Assistant (20 hours/week)

- Prepared fungi samples for DNA extraction.
- Performed gel electrophoresis and scored RFLPs.
- Recorded data using Microsoft Excel.

LEADERSHIP **Corps of Cadets**, Texas A&M University Aug 20xx – Present
Four-year ROTC-based organization, trains leaders of country and state, comprised of approximately 2500 members.

Outfit Recruiting Officer, Jun 20xx – Present

- Instruct 8 cadets on team through recruiting presentations, ensuring consistency in delivery.
- Present briefs of Corps membership to groups of 20 or more prospective students.
- Participate in recruiting visits to high schools, presenting to prospective students and families.

Scholastics Sergeant, Sept 20xx – May 20xx

- Monitored, mentored, and trained 60 cadets on academic best-practices to improve overall individual and unit performance.
- Assisted cadets with academic calendar, educated them on tutoring options, performed periodic scholastic inspections during study hours, and ensured everyone followed policies.

Cadet, Aug 20xx – May 20xx

- Learn class structure, rules, responsibilities, and duties related to Corps membership.
- Motivate, encourage, and support fellow cadets to meet expectations and maintain morale.

On Corps resumes,
“Cadet” title and
bullets are for current
freshmen only.

WORK EXPERIENCE **Olive Garden Italian Restaurant**, College Station, Texas May 20xx – Mar 20xx
Server/Cashier

- Trained 5 new employees in food preparation and serving.
- Complied with all safety and sanitation standards to maintain clean work area.
- Consistently requested by returning guests as a preferred server.

ACTIVITIES **The Big Event**, Texas A&M University Mar 20xx

- Replanted a garden and trimmed bushes for an elderly couple as part of university’s community-wide service project.

HONORS **Distinguished Student Award**
Texas A&M Mother’s Club Scholarship

All international students are
required to list Work Authorization
on their resumes.

WORK AUTHORIZATION Eligible to work in the U.S. for xx months with Practical Training.

Cover Letter Outline

The employer will evaluate you as a prospective employee based upon the appearance, content, grammar and punctuation in your cover letter. When emailing a cover letter and resume, make the cover letter the text within your email and attach your resume. It is appropriate to provide a cover letter only when requested by an employer.

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,
5 lines
(Handwritten Signature)
Typed Signature

3 Cs
cordial ✓
correct
customized

Each letter should be prepared individually; using generalized templates 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.

For more information, access the Texas A&M Career Center's Career Guide at tx.ag/TAMUCareerGuide



Need immediate resume help? VMock is Texas A&M's automated resume reviewing tool. All you need is your NetID and PDF version of your resume.

vmock.com/tamu