

# Resumes & Professional Letters

It's important to remember that your resume, cover letter and thank you letters are designed to be marketing tools for you. The purpose of each is to present your qualifications in the best light possible and entice an employer to interview you. Regardless of the style and format you choose, all resumes and professional letters should contain certain information and be consistent.

## Personal Data

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

## Objective

- Not required, but strongly encouraged to clarify skills and short-term career goals, should be somewhat specific.
- Required when searching for a co-op or internship and should include start date.
- Use phrases to indicate position desired or areas of interest.
- Avoid general statements and terms such as: opportunity for advancement, a challenging position, a position dealing with people, or a progressive company. Focus should be on contributions to the company (why you would be an asset).

## Education

- Begin with your most recent education and experience. Typically Texas A&M.
- Provide name and location (city & state) of college or university; degree received, major & minor; month & year of graduation, and overall GPR.
- 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 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 the time of the experience.
- List most relevant experience first, then list in reverse chronological order, with the most recent dates next.

## 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 A&M specific terms, such as, Fish Camp Counselor.
- Describe your accomplishments and duties within the organizations focusing on the results of your accomplishments.

## Activities

- List activities, 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.

## 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.

## 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.

## 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 Times and Arial 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 underline, italics, and bold. 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.
- Limit resume to one page, if an undergraduate. Often a second page is essential for extensive work and relevant details for the Master or PhD level student. Be sure to place the most relevant experience on the first page.
- 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.

### Combination

This format incorporates aspects of both the chronological and functional resumes. It allows you to provide descriptive information about your work history while highlighting specific skills.

### Scannable

Scannable resumes can be either chronological, functional or a combination of the two. 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

- Start each page of a scannable resume with your name.
- Use a 10-14-point non-decorative font, such as Arial, 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.
- Describe your experience using nouns instead of verbs.
- Do not fold or staple.

## Common Concerns

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

Always put your overall 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 overall 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 quality of 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/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  
dedicated  
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

- Your cover letter and resume usually provide all the information which a prospective employer will use to decide whether or not you will be asked to interview.
- 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:
  - o Why do you want to work for this organization?
  - o Why do you 'fit' with this organization?
  - o 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 the specific company 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 any 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 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.

Josephina Aggie  
1234 University Way  
College Station, TX 77843

August 12, 20xx

Ms. Jane Davis, Vice President  
XYZ Corporation  
1234 Business Plaza  
Houston, TX 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 participating in a consulting project focused on staffing issues through an internship with City of Dallas, Texas. The project involves conducting research on large, urban centers throughout the United States and comparing recruiting and retention programs. Through this internship, I have gained a greater knowledge of workforce issues as well as innovative and creative human resources initiatives. In addition to my internship, I have served as the Vice President for Membership for two of the student organizations on campus, the Memorial Student Center Hospitality and the APO service fraternity. Both of these groups participate 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 Hospitality by 15% and 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

## Aggie Name

texasaggie@tamu.edu

Address  
City, State Zip  
(999) 999-9999

Address  
City, State Zip  
(999) 999-9999

### EDUCATION

Texas A&M University, College Station, TX, *May 20xx*  
Bachelor of Business Administration in Finance, Minor in Economics, *May 20xx*  
Major GPR: 3.58; Overall GPR: 3.12

### ACTIVITIES

#### Business Student Council, *Fall 20xx - Present*

- Vice President, Finance, *Fall 20xx - present*
- Manage annual budget of over \$50,000.
- Determine budgets for each area of the Council; maintain and reconcile 5 accounts.

#### Host Coordinator, *Spring 20xx*

- Organized over 300 students to serve as hosts to over 150 companies.
- Created individualized welcoming packets for each company.

#### Phi Beta Lambda, *Fall 20xx - Present*

##### Treasurer, *Spring 20xx*

- Manage annual budget of over \$30,000 including 2 scholarships awarded each semester.
- Increased annual budget by 50% over the previous year.

##### Pledge Trainer, *Fall 20xx*

##### Pledge Class Officer, *Parliamentarian, Fall 20xx*

### EXPERIENCE

#### Bache Commodities Limited, London, England

##### Intern, Finance Department, *Summer 20xx*

- Reviewed data used in calculation of new Financial Futures Authority (FSA) Credit Risk Requirement. Compared similar details across systems and investigated inconsistencies, including discussions with staff at all levels to senior management.
- Produced daily Financial Resources Requirements calculations required by FSA; utilized data from spreadsheets, regulatory Rframe system, Oracle Accounting system, and Access database.
- Assisted with preparation and filing of working papers for monthly FSA reporting statements. Produced spreadsheets that followed flow of data through the working papers and supported data in the statements.

#### Albertson's Inc., College Station, TX

##### Pharmacy Technician, *November 20xx - November 20xx*

- Filled prescriptions and assisted customers in understanding orders.
- Coordinated ordering and receiving over \$100,000 of inventory.

### SCHOLASTIC ACHIEVEMENTS

#### Dean's List Award

#### Phi Eta Sigma, Freshman National Honor Society

### WORK AUTHORIZATION

Eligible for Optional Practical Training

# Chronological Resumes

Use quantities in 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](http://HireAggies.com)

## Aggie Name

Address  
City, State Zip

(999) 999-9999  
ita@tamu.edu

### OBJECTIVE

Seeking an entry level position that will lead to opportunities in Supply Chain Management or Technical Sales in the Oil and Gas or Chemical Industries.

### EDUCATION

**Texas A&M University**, College Station, TX  
Bachelor of Science in Industrial Distribution  
Major GPR: 3.47 Overall GPR: 3.24  
May 20xx  
*Financed 100% of college education through grants and employment*

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

### ACTIVITIES

#### Professional Association for Industrial Distribution (PAID)

##### Career Fair Team Leader

- Produced 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.

##### Society of Women Engineers

January 20xx - present

##### Sisters of the Sword and Shield

September 20xx - May 20xx

##### Texas Aggies Making Changes

January 20xx - June 20xx

##### Biomedical Science Association

October 20xx - May 20xx

### HONORS

#### Sigma Delta, *National Honor Society of Industrial Distribution*

#### Dean's Honor Award, *Dwight Look College of Engineering*

#### TAMU Representative at PAID Convention, *New York, NY*

### WORK

#### EXPERIENCE

##### The Tap, College Station, TX

February 20xx - present

##### Wait Staff Supervisor

- Train and supervise 12 wait staff providing consistent guidance and support to employees.
- Ensure repeat business through attentive and friendly customer service.
- Personally responsible for monetary transactions in excess of \$5,000/day.

##### GFI, INC., Ft. Worth, TX

June 20xx - August 20xx

##### Summer Intern

- Participated in rotational program to maximize understanding of all jobs associated with a successful distribution operation.
- Supported activities within internal and external sales groups.
- Gained knowledge of the daily operations of customer service representatives and product support.

##### Johnson Storage, College Station, TX

January 20xx - May 20xx

##### Moving Consultant

- Provided estimates and quotes via telephone, Internet, and fax.
- Prepared daily and monthly efficiency and sales reports.
- Scheduled logistics of more than 25 moves.

### SKILLS

AutoCAD, AutoCAM, Microsoft Office, Intermediate proficiency in spoken/written German

# Chronological Resume

## 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>	Texas A&M University, College Station, Texas Bachelor of Science in Zoology May 20xx Major GPR: 3.35, Overall GPR: 3.19 50% of education financed through employment, loans, and grants		
<b>RELATED COURSEWORK</b>	Organic Chemistry I&II (lab) Biochemistry I&II (Lab)	Genetics (Lab) Anatomy (Lab)	Nutrition Technical Writing
<b>TECHNICAL SKILLS</b>	Ion chromatography Electrophoresis	Southern Blots DNA Extraction Technique	HPLC PCR
<b>RELEVANT EXPERIENCE</b>	<b>Department of Biology</b> , Texas A&M University <i>Intern under Dr. Larry Collins</i> (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 <i>Undergraduate Research Assistant</i> (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>WORK EXPERIENCE</b>	<b>Sbisa Dining Hall</b> , Texas A&M University September 20xx - October 20xx <i>Server/Cashier</i> <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>LEADERSHIP</b>	<b>Microbiology Society</b> , Texas A&M University May 20xx - present <i>President</i> <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> <i>Member</i> August 20xx - May 20xx		
	<b>Fish Camp</b> , Texas A&M University First-year student orientation program 20xx - 20xx <i>Co-Chairperson</i> <ul style="list-style-type: none"><li>Managed funds stemming from a \$1,000,000 budget</li><li>Constructed and coordinated a minute-by-minute schedule for twenty-four counselors</li><li>Assessed risk in scheduled activities for a wide audience</li></ul> <i>Counselor</i> <ul style="list-style-type: none"><li>Mentored over 100 incoming freshmen in order to ease their transition into the college experience</li></ul>		
<b>ACTIVITIES</b>	Big Event - participated in the largest one-day community service project by replanting a garden and trimming bushes for an elderly couple AIDS Services of the Brazos Valley		
<b>HONORS</b>	Distinguished Student Award Texas A&M Mother's Club Scholarship		

"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 A&M specific terms.

## 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.

1234 Aggie Way  
Houston, TX 77123  
(281)123-4567  
Aggie@texasam.edu

October 15, 20xx

Ms. Jane Whoop  
Manager, Retail Giant  
1234 Retail Way  
Houston, TX 77123

Dear Ms. Whoop,

Thank you for your time during your recruiting visit to Texas A&M University on October 14, 20xx. I appreciated the opportunity to learn more about the innovative management trainee program with Retail Giant. Based on our conversations, I am very excited about the opportunity and look forward to hearing from you.

As I mentioned during my interview, I will be graduating in December with a Bachelor's degree in Agricultural Economics. Through my education and experience, I have gained the relevant skills necessary to successfully complete Retail Giant's program and become an effective leader within your organization. Over the past five years, I have worked in the retail sector in various positions, including sales clerk and assistant manager. As we discussed, the knowledge and insights I gained through these positions provide me with a solid foundation to excel in your program.

Thank you again for the opportunity to interview with Retail Giant. The interview reinforced my strong desire to become a part of your management team. I look forward to the next step in this process. I can be reached by phone at (281)123-4567 or by email at Aggie@texasam.edu should you have any questions or need additional information.

Sincerely,  
*Joe Aggie*  
Joe Aggie

## Aggie Name

Address  
City, State Zip  
(999) 999-9999  
gigem@aggie.net

### EDUCATION

Texas A&M University, College Station, TX  
Bachelor of Science in Psychology  
Major GPR: 3.3, Overall GPR 3.0

May 20xx

Blinn Community College, Bryan, TX  
Overall GPR: 3.5

September 20xx - August 20xx

ACHIEVEMENT: Worked full time while in college to fund 100% of expenses.

### EXPERIENCE

#### Leadership

Served as Cheerleading Instructor for the Universal Cheerleading Association.  
Taught 300 camp participants the vocal techniques to motivate sports audiences.  
Received "All American Award" for outstanding performance.  
Elected to several positions of leadership for Alpha Chi Omega Sorority: Historian,  
Vice-chairperson of Social Activities, Fundraising Chairperson.

#### Artistic Expression

Studied Theater, Acting, Film and Cinema.  
Performed in several plays and skits before large audiences.  
Acquired skills in script memorization, voice dictation, set and prop design.

#### Service to Others

Coordinated activities for children living in the Brazos County Domestic Violence Shelter.  
Participated in Adopt-A-Highway program.  
Volunteered with church organization as committee chairperson for holiday food drive.

#### Initiative and Motivation

Developed new fundraising activity that doubled revenue compared to previous semesters.  
Founded Parents Night Out childcare program for university staff and faculty members.

#### Sales and Customer Service

Contributed creative ideas to generate additional sales by introducing various contests and incentives to restaurant wait staff.  
Consistently increased "per ticket" sales over a three-year period.

### WORK HISTORY

Fox and Hound - Waitress	College Station, TX	20xx - Present
Chicken Oil Company - Hostess	College Station, TX	20xx - Present
Bennigan's - In-Store Trainer	Sarasota, FL	20xx - 20xx
Signworks - Graphic Artist	Cookeville, TN	20xx - 20xx

### LANGUAGES

Conversational Spanish skills

## Functional Resume

By placing the "Experience" section at the beginning of the resume, skills are further emphasized rather than dates and positions.

## Scannable Resume for Electronic Keyword Search

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

## 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  
Overall GPR 3.57

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

### PROGRAMMING LANGUAGES

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

### WORK EXPERIENCE

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