

Name (centered, 14 font)

Address

Address

Telephone

e-mail address

Comment [spl1]: Do not use a Word template for your resume in Engl 302. The templates are too designy and not practical for showing a lot of information. Plus, everyone uses them.

Objective:

A position in (or with) _____ utilizing my skills in _____ and _____.

Comment [spl2]: When you write your objective statement, review the "skills" you listed when you visited O-Net. Have any of your experience or education developed those skills? If so, list one-to-three of those skills in your objective statement. The skills should match the industry and position to which you are applying. The objective statement should not be general or vague (A position in the health industry where I can help people). On the other hand, if it is too specific, employers may not notice transferable skills (A position with Cessna utilizing my skills in Power Point and writing feasibility studies).

Education

The name of the degree you will earn

Kansas State University (As per conversation with the Dean/Katie Mayes, we will use just Kansas State University)

Anticipated Graduation Date

GPA, or GPA in your major

Relevant Projects:

List one or two **educational projects** from college or work in the community. Select projects that demonstrate the knowledge, tasks, tools, and skills you saw listed on O-Net for your industry.

Comment [spl3]: •Do not use "I"
•Use the "Problem-Action-Result format. If there were no results, use problem-action format
•Baja car, senior projects, sophomore projects, papers written for courses are all possibilities for this section

Related course work (optional only) – may not be needed if demonstrated by work/volunteer experiences, industrial projects, or, pilots, list certificates, flight hours. Aviation Maintenance list your credentials and projects. Choose strategically. Include courses ONLY if these courses demonstrate your relevant knowledge, skill, tools, technology, or industry buzzwords you saw on O-Net.

Comment [spl4]: Unless you have exceptional extra coursework, (military training, previous bachelor's degrees) keep this section to two lines

Employment:

- Do not use "I".
- List the most recent first.
- Use active verbs.
- Choose verbs you saw listed on O-Net whenever possible, even if you were waiting tables or selling televisions at Sears.
- Emphasize your people skills, and the transferable skills, like "communicate, manage, coordinate, monitor", etc.

Honors, Awards, Achievements (again, choose the heading title and listings strategically): List here

Activities:

List here

References provided on request (use only as a filler on your resume – not necessary if you are running short on room:

