

**Ready,
Aim...
HIRED!**



(But first, you need an interview.)

Resume Development Workshop



Student Success Center | Classroom Center 113

806.651.2345 | wtamu.edu/career | wtcareer@wtamu.edu



RESUME TIPS & ADVICE

*FROM ACTUAL EMPLOYERS**

- Make sure you **have an example** (a story) **for every statement** you have on the resume.
- Be sure to **include participation in an organization or an interest that really makes you stand out** such as volunteering at Heal the City or backpacking on the continental divide.
- If there is one “must” for a resume, it’s **keep it simple**; mainly in relation to font and formatting. More and more companies are utilizing software that aggregates resume content electronically. Although this technology is pretty impressive, it’s not perfect, so being overly fancy with a resume could mean that the data may not be useable.
- Write in a way you would **normally speak and use the verbiage you would use regularly**. Many times people get caught up in using “fancy filler” words which detracts from the details we really need to learn about. So, my advice would be to **read your resume out loud before you send it to a potential employer**. If it sounds funny or unnatural when you say it out loud, it probably is perceived that way by the potential employer as well!
- Be sure to **highlight your successes, advancement in position, and leadership roles** in campus organizations. Show us that you are a go-getter through your resume and cover letter.
- Three things really, if a goal or objective section is included, it should be **related to the job sought**. One page is sufficient for new graduates. **Good grammar, spelling and consistency** is important.
- Your **cover letter can either help or hinder your application**. For example, a great, well-written cover letter that has meaningful content with proper punctuation and grammar is a big plus for an applicant. However, if a candidate’s resume is decent/good but the cover letter is poor, the applicant will likely not be considered.
- Single space your resume so it **fits on one page**. Remember to standardize your fonts and bullets and check formatting; it matters.
- Keep the **focus on accomplishments** in the bullets underneath jobs instead of just listing duties.

**Thanks to our Career Services Partners and Sponsors for their input, including United Supermarkets, Happy State Bank, Enterprise Holdings, Livestock Nutrition Center, Edward Jones, and Animal Health International*

Potential sources of job information:

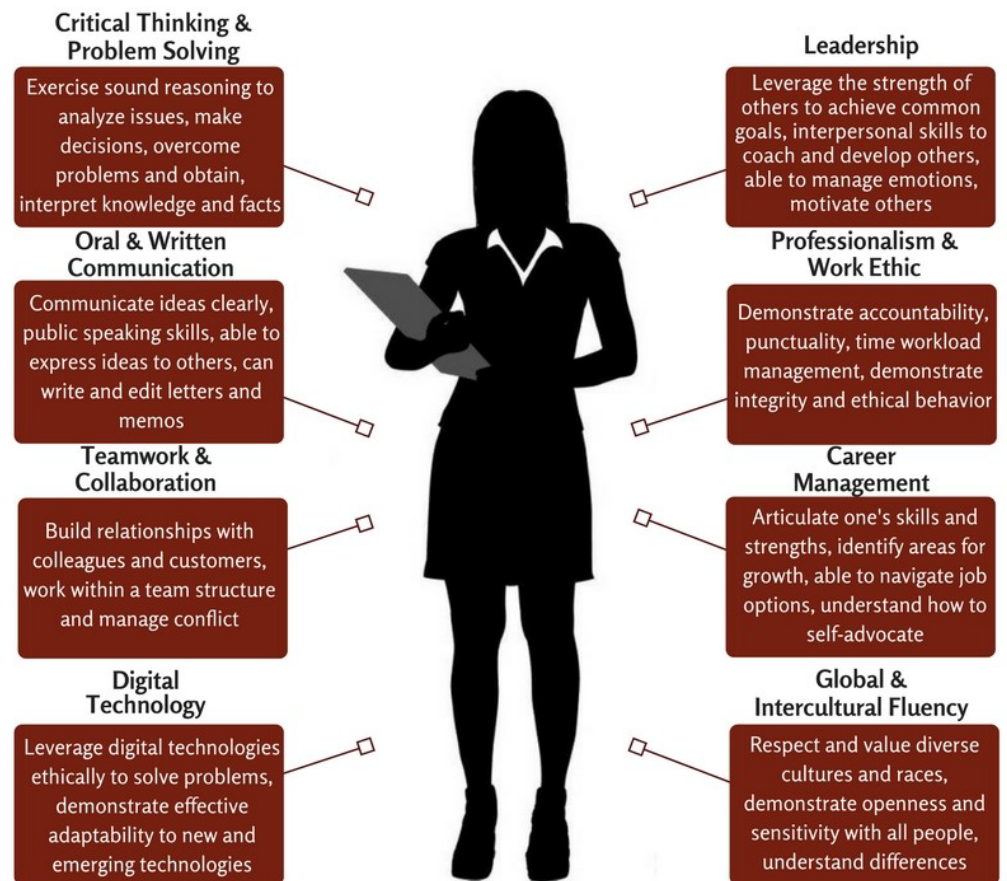
- Job posting / description from organization
- Company website – values / mission / etc.
- Other organizations who hire this same position – find similar job postings / descriptions
- Search online at Google / Glassdoor / etc.
- Job shadowing experience
- Go OFF-LINE and connect with others in similar roles through informational interviewing*
 - People in your network who do the same (or similar) jobs at this company or another
 - Folks who you know who know someone who holds this type of position – ask for an introduction, then follow through and contact this person
- Use LinkedIn to find others who work at the organization or in similar roles at other organizations ... then reach out to them using either mutual connections or other things you have in common with the person, i.e., WT grad, from your hometown, etc. – conduct an informational interview*
- Research through the U.S., DOL website, the O*NET Online (onetonline.org) using the “Occupation Quick Search” box at the top right.

Remember that, while online resources are terrific, you want to be sure your statements are all in your own words. **To copy is to plagiarize!**

**Informational Interviewing information is on our website under Career Exploration → Informational Interviewing.*

Are YOU Career Ready?

Employers are looking to hire college students and recent graduates that know how to use their strengths and talents in their career field. By mastering these competencies, you will be prepared for a successful transition into the workplace with marketable skills.



WRITING QUALIFICATIONS OR SUMMARY STATEMENTS

Getting Started: Identify the **Knowledge, Skills and Abilities (KSA)** needed for a particular job to tell you what kind of a person with what skills this employer is seeking. Gather these from all available resources, including such places as the job description, company website, your network, informational interviewing, etc.

List each individual Knowledge, Skill, or Ability in column (A) – one per line. List in column (B) where you demonstrated that you have the KSA the employer is seeking. In column (C), give specific examples that prove you have the KSAs. Lastly, in column (D) rank the importance *to the employer/position* of each KSA by putting a number “1” to indicate the most important skill, a number “2” for the next, and so on down the list.

(A) Knowledge, Skills and Abilities Sought By The Employer	(B) Where Have You Demonstrated That You Have this KSAs?	(C) Proof – Examples of you demonstrating the KSA	(D) Rank

WHAT’S NEXT? Now you will need to develop statements that convey what it is you **can do** for this employer based on what you know is required. If you have filled in column B and C for a KSA listed in column A, this KSA may be highlighted in your qualifications section – if you do not have a “when & proof” for a KSA listed in column A, you will not include it on the resume. Select powerful action verbs to begin your qualification statements that convey to your prospective employer **how/why** you will add value to their company. Use appropriate adverbs, if necessary. These phrases should be informative and specific enough to convey that you can “deliver the goods”. Keep the focus on what it is you **can do** for this employer, not what it is you’ve done in the past. Begin each statement with a different word and be sure they are statements, not just keywords.

#1 KSA _____
Appropriate Adverb and/or Verb

#2 KSA _____
Appropriate Adverb and/or Verb

And so on ...

ACTION VERBS FOR COVER LETTERS & RESUMES

Leadership & Management

administer	attain	conduct	contract	control
coordinate	direct	employ	enact	exceed
execute	expand	group	guide	head
hire	implement	incorporate	initiate	institute
maintain	manage	market	monitor	motivate
obtain	organize	perform	produce	reduce
reposition	retain	revise	strengthen	supervise
trim	turn around	undertake	am responsible for	

Organization & Implementation

advise	analyze	arrange	budget	catalogue
collaborate	consult	compare	compile	complete
compute	decrease	distribute	enlarge	examine
expand	facilitate	generate	improvise	increase
index	leverage	redesign	reorganize	restructure
review	revise	schedule	sponsor	strengthen
synthesize	systematize	verify		

Promotion & Sales

convince	generate	improve	increase	influence
launch	market	persuade	promote	recommend
represent	secure	sell	target	account for

Research & Development

analyze	automate	classify	design	determine
develop	differentiate	equate	experiment	invent
investigate	relate	research	search	solve
structure	synthesize	theorize		

Problem-Solving

accomplish	award	balance	close	correct
determine	divert	eliminate	evaluate	handle
identify	improve	investigate	mediate	negotiate
pioneer	propose	recruit	resolve	satisfy
sort	strengthen	surpass	assure	

Interpersonal Communications

counsel	demonstrate	disseminate	edit	facilitate
instruct	interview	moderate	participate	prepare
present	preside	serve as	write	approve

Initiative & Creativity

arrange	conceive	create	design	develop
devise	enable	enhance	formulate	initiate
invent	innovate	originate	package	prepare
produce	refine	reshape	resolve	solve
structure				

Source: Bradley University webpage <http://www.bradley.edu/scc/students/>

Management Verbs

administer	analyze	assign	attain	chair
consolidate	contract	coordinate	delegate	develop
direct	evaluate	execute	improve	increase
organize	oversee	plan	prioritize	produce
recommend	review	schedule	strengthen	supervise

Communication Verbs

address	arbitrate	arrange	author	collaborate
convince	correspond	develop	direct	draft
edit	enlist	formulate	influence	interpret
lecture	mediate	moderate	negotiate	persuade
promote	publicize	reconcile	recruit	speak
translate	write			

Research Verbs

clarify	collect	diagnose	evaluate	examine
extract	identify	inspect	interpret	interview
investigate	organize	review	summarize	survey
systematize				

Technical Verbs

assemble	build	calculate	compute	design
devise	engineer	fabricate	maintain	operate
overhaul	program	remodel	repair	solve
upgrade				

Teaching Verbs

adapt	advise	clarify	coach	communicate
coordinate	demystify	develop	enable	encourage
evaluate	explain	facilitate	guide	inform
instruct	persuade	set goals	stimulate	train

Management Verbs

administer	allocate	analyze	appraise	audit
balance	budget	calculate	compute	develop
forecast	manage	market	plan	project
research				

Creative Verbs

act	conceptualize	create	customize	design
develop	direct	establish	fashion	find
illustrate	initiate	institute	integrate	introduce
invent	originate	perform	plan	revitalize
shape				

Helping Verbs

advocate	assess	assist	clarify	coach
counsel	demonstrate	diagnose	educate	expedite
facilitate	familiarize	guide	motivate	refer
rehabilitate	represent			

Clerical or Detail Verbs

approve	arrange	catalogue	classify	collect
compile	dispatch	execute	generate	implement
inspect	monitor	operate	organize	prepare
process	purchase	record	retrieve	screen
specify	systematize	tabulate	validate	

Accomplishment Verbs

achieve	expand	improve	pioneer	reduce (losses)
resolve (problems)	restore	spearhead	transform	

Source: Resume Tutor from the University of Minnesota <http://www1.umn.edu/ohr/ecep/resume/summverb.htm>

SOCIAL BUFF

101 Main Street • Canyon, TX 79015 • (806) 555-5555 • social_buff@gmail.com

OBJECTIVE

To obtain a position as a caseworker with Texas Panhandle Centers where my interpersonal skills, case management experience and strong work ethic will add value to operations

EDUCATION

West Texas A&M University Canyon, Texas
Bachelor of Science in Social Work GPA 3.869/4.0 May 202x

QUALIFICATIONS

- Proven ability to assist a wide range of individuals through direct interaction in a one-on-one or group setting
- Sensitive to the needs of others
- Skilled at identifying client needs and matching with available community resources
- Optimistic even in the midst of stressful situations
- Strong written and verbal communication skills, which includes experience motivating others to overcome obstacles
- Energetic and friendly individual with strong people skills
- Self-motivated and goal-oriented with well-developed organizational skills
- Fast learner, eager to master new skills and concepts

RELEVANT WORK EXPERIENCE

Lubbock ISD Lubbock, Texas
Social Work Field-Placement Student January 202x-present

- Observe the Parent-Liaison perform daily duties
- Provide needed resources to students, teachers, and parents
- Organize and deliver awareness programs in student classrooms
- Present workshops to students in the Alternative Education Program and In School Suspension about positive choices and life skills

Canyon After School Program Canyon, Texas
Head Teacher January 201x-December 202x

- Ensured that Minimum Standards for Day Care Centers were met or exceeded

Playhouse Day Care Center Canyon, Texas
Day Care Worker Summers 201x & 201x

Camp Exodus Waxahachie, Texas
Camp Counselor May 201x-July 201x

Prairie House Living Center Plainview, Texas
Activities July 200x-August 201x

- Tended to immediate non-medical needs of residents
- Compiled weekly activity progress reports

ACTIVITIES AND HONORS

Phi Slamma Jamma, President Assisted Living Center volunteer
Social Work Club member WTAMU Work-A-Thon volunteer
Susan G. Komen Race for the Cure volunteer Adopt-a-Highway clean-up volunteer
City Mission volunteer

Revised Summer 2020

TENNIS BUFF

#1 Buffalo Trails Drive • Canyon, Texas 79015
(806) 555-5555 • tbuff22@gmail.com

FOCUS

To obtain a professional position where my teaching experience and technology skills will be utilized to help contribute to your company.

EDUCATION

M.Ed., West Texas A&M University, Canyon, Texas, May 202X Expected
M.S. in Mathematics, University of North Texas, Denton, Texas, May 201X
B.S. in Mathematics, Texas A&M University Kingsville, Kingsville, Texas, May 201X

SKILLS AND ABILITIES

- 16 years experience designing and implementing competitive tennis programs at a variety of institutions from country clubs to private schools
- Experienced supervisor, capable of interacting with individuals from diverse backgrounds
- Capable of planning and implementing training programs dealing with a wide range of topics from xyz to abc
- Unique ability to promote success and achievement in others, able to encourage and motivate
- Proficient at research, editing and proofreading
- Possess strong presentation skills, robust organizational, planning and oversight skills

WORK HISTORY

Logistics Officer 202X - present
Career Counselor 201X – 201X
U.S. Naval Reserve USA, Korea & Iraq

Secondary Math Teacher 201X – 201X
Wyndham School District, Clements Unit Amarillo, Texas

Secondary Math Teacher and Tennis Coach 200X- 201X
Smalltown ISD Amarillo, Texas
Amarillo Academy of Athletics 199X -200X

COMMUNITY SERVICE

- Lions Club, Vice President, Sergeant at Arms
- American Cancer Society Board Member Greater Amarillo/ Canyon Chapter
- West Texas A&M University Homecoming Committee
- Adopt-a-Highway Clean-up Participant

Revised Summer 2020

IMA CHEMIST, JR.

47 S. Division St. ♦ Amarillo, Texas 79999 ♦ (806) 555-1234 ♦ ima_chemist@gmail.com

OBJECTIVE	To acquire a position in the field of chemistry where my laboratory experience and strong attention to detail can be an asset to the company	
SUMMARY	Scientific Skills and Abilities	
	<ul style="list-style-type: none">• Experience with Gas Chromatography/Electron Capture/Mass Spectrometry/, Automated Thermal Desorption (ATD), Atomic Adsorption, Solid Phase Micro Extraction (SPME)• Working knowledge of chemical properties, interactions, and probable outcomes• Understanding of laboratory safety procedures and regulations	
	Leadership Traits	
	<ul style="list-style-type: none">• Able to accept responsibilities and successfully face new challenges• Consistently called upon to lead in social, community, and civic organizations• Insightful and perceptive on the dynamics of group interactions• Skilled in organization, time management, leadership, and communication	
	Personal Convictions	
	<ul style="list-style-type: none">• Seek opportunities that allow for personal and professional growth• Possess high level of honesty and integrity• Committed to treating people fairly• Flexible team player with the desire to accomplish goals and achieve success	
FORMAL TRAINING	WEST TEXAS A&M UNIVERSITY	Canyon, Texas
	Master of Science in Chemistry	May 202x, <i>anticipated</i>
	Bachelor of Science in Agriculture	August 201x
WORK EXPERIENCE	WEST TEXAS A&M UNIVERSITY	Canyon, Texas
	<i>Graduate Assistant, Chemistry</i>	Jan. 202x - Present
	Instruct Freshman Chemistry class and lab as well as an Analytical Chemistry lab. Keep chemicals in stock and categorize by MSDS. Create exams and prepare each lab.	
	Maintain analytical equipment UV/VIS, IR, FAA, and GC/MS	
	<i>Research & Analysis, Environmental Department</i>	Aug. 201x - Sept. 201x
	Analyzed water samples using Gas Chromatography/Electron Capture Detection. Collected water samples around the Texas Panhandle to determine the concentration of Atrazine. Responsible for writing summary of conclusions for use by top-level executives.	
	BWXT PANTEX	Amarillo, Texas
	<i>Internship</i>	Summer 201x
	Developed method for enhanced chemical reactivity testing (CRT). Determined retention times for instrumentation. Packaged high explosives under supervision	
	TEXAS A&M RESEARCH & EXTENSION CENTER	Hico, Texas
	<i>Research & Analysis</i>	Aug. 201x - May 210x
	Collected air and water samples to determine the concentrations of particulate matter and volatile gases. Collected air samples via Solid Phase Micro Extraction (SPME) and sorbent tubes	
HONORS & ACTIVITIES	US Department of Energy Technical Scholarship recipient	
	Outstanding Chemistry Student	
	American Chemical Society	
	Dean's List	
	President's List	
	Tri-Sigma Honor Society	
	Salvation Army Angel Tree volunteer	

Revised Summer 2020

FORMER STUDENT

609 N. 1st Avenue, Canyon, Texas 79015

(806) 555-5555

former_student@gmail.com

PROFESSIONAL PROFILE

Ambitious, energetic individual with over 4 years of experience in technical writing and editing. Possess strong communication skills and the proven ability to work effectively as a team member or team lead. Extraordinary attention to detail. Skilled at clarifying highly complex material so it is understandable by the target audience. Highly motivated and able to learn new processes quickly and completely. Extensive knowledge of MS Office Suite, including Word, Excel, and Power Point. Professional presentation abilities and experience in pitching grant ideas to appropriate audiences.

EXPERIENCE

West Texas A&M University - Sponsored Research Services Canyon, Texas
Grant Writer II September 201x – Present

- Co-write an average of 2 grants per month each year totaling \$1.5 million
- Funding average of 75% on grants written since May 201x
- Collaborate across campus disciplines to maximize grant dollars being awarded to WTAMU faculty and researchers

Options-R-U's Amarillo, Texas
Optical Manager November 201x – September 201x

- Developed employee schedules, productivity reports, new product proposals
- Wrote new employee training manual after 3 months on the job, manual is still in use 5 years later

West Texas A&M University Career Services Canyon, Texas
Intern September 200x – September 201x

- Selected from competitive pool to be the first undergraduate intern responsible for reviewing resumes of current students and alumni
- Reviewed on average 20 resumes per week both in person and via email

EDUCATION

Bachelor of Arts in English *Summa Cum Laude* August 202x
West Texas A&M University Canyon, Texas

COMMUNITY INVOLVEMENT

Amarillo Angels, volunteer
Amarillo SPCA, newsletter editor
Canyon Lions Club, member

Revised Summer 2020

GRADUATING STUDENT

WTAMU Box 60728 ♦ Canyon, Texas 79016 ♦ (806) 651-2345 ♦ yourname@gmail.com

REFERENCES

John D. Buyer, Ph.D.
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WTAMU Box 60000
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806-651-2000
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Professor

Ima Eaton
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Canyon, TX 79015
806-655-7199
ieaton@tacobell.com
Taco Bell Manager

Dub Bagger
United Supermarkets
Bell Plaza
5807 SW 45th Avenue
Amarillo, TX 79109
806-353-9700
dbagger@unitedsupermarkets.com
United Supermarkets Supervisor

Georgia Washington
West Texas A&M University
WTAMU Box 60001
Canyon, TX 79016
806-651-9999
gWASHINGTON@mail.wtamu.edu
Student Government Sponsor

General Tips –

- Make sure to ASK your references if they can give you a good recommendation before listing them on your references page.
- Once you have asked a reference for a recommendation, let them know the **specific** type of job you are seeking. Ask them to let you know if they hear of something. You never know who may come across a job opening that might interest you.
- If the job posting instructs you to list a certain number of references, list that exact number, otherwise, you will typically provide 3 – 5.
- Don't use family members as references.
- List your most relevant references first.
- Use professional format and present a good appearance (no smudges, running off edges, etc.).
- Periodically stay in touch with your references and update them on your job search. Let them know when you have interviewed so they can be prepared for a reference call.

Suggested Format for Cover Letters

Your present address
City, State ZIP
Date of letter

Name (Mr. Thomas Jones)
Title
Company Name
Street Address
City, State ZIP

Dear Mr. Jones:

1st PARAGRAPH – tell why you are writing, mention the name of the position, or field, or general vocational area in which you are applying; tell how you heard of the opening or organization.

MIDDLE PARAGRAPHS – mention one or two qualifications you think would be of greatest interest to the employer, tell why you are particularly interested in this company, location or type of work. Be sure to indicate any related experience, educational background or specialized training that might increase your employability. This is your opportunity to highlight your skills for the employer. Draw one or two items of interest from your resume. Then refer the reader to your enclosed resume. Make a position statement about your skills and abilities. If applicable, indicate your willingness to relocate. (This section of the resume can easily be two paragraphs.)

LAST PARAGRAPH – close by making a specific request for an interview. Give an approximate time frame in which you will re-contact the company to further discuss employment opportunities. Don't say "I look forward to hearing from you." Keep the ball in your court!

Sincerely,

Your signature

Your typed name

enclosure

General Tips –

- Write to someone in particular
- Make ABSOLUTELY NO ERRORS
- Personalize your content (mention the name of the company or its product as appropriate)
- Use professional format and present a good appearance (no smudges, running off edges, etc.)
- Highlight your skills and experience that are relevant to the position
- Use the opportunity to highlight something you were not able to highlight on your resume (for example, "As a Dallas native, I am excited about the opportunity to return to the area.")
- Define the next step

Cover Letter Example for Mail or Online Application

Ima Programmer

1000 Buffalo Drive | Canyon, TX 79016 | (806) 651-2345

November 15, 201X

Ms. Connie Wilson
Director of Human Resources
XYZ Corporation
P.O. Box 1000
Amarillo, Texas 79120-0020

Dear Ms. Wilson:

Please accept my resume and cover letter as application for the Computer Programmer Internship at XYZ Corporation that is advertised through West Texas A&M University's Cooperative Education and Internship office. My knowledge and my status as a senior Computer Science and Biochemistry major at WTAMU make me an ideal candidate for this opportunity.

I am highly interested in software programming as a career field and have already obtained many programming skills through my education at WTAMU. Before graduating in May 201X, I became a Sun Java Certified Programmer, writing programs in C++, JavaScript, and XHTML. Additionally, I have excelled in all the course work required to earn a degree in Computer Science.


Finding creative solutions through the use of computer technology is one of my talents and one which your job description indicates XYZ Corporation is seeking. In my last position with ABC Company, I utilized these skills to increase company productivity which lead to a larger client base within only a few months. On my attached resume, you will find similar achievements

I am confident that my unique blend of scientific education and proven technology skills, along with my motivation to excel will be an asset to your organization. I will contact you the week of November 20th to verify that you received my application information and if possible, to set a time to formally discuss this internship opportunity. Thank you for your time and consideration.

Sincerely,

Ima Programmer
enclosures

Cover Letter Example in Email

Send	From	imasuccess@yahoo.com
	To ...	heather_weight@abccorporation.com
	Cc ...	
	Subject	Book Buyer Position
	Attached	 Resume Ima Success.pdf 141 KB

Make sure to attach your customized resume for the job as a PDF

Dear Ms. Wright,

After hearing you and Mr. Duncan speak last week at West Texas A&M University, I reviewed ABC Corporation's website and I was thrilled to see an opening on one of your product teams. The Book Buyer position immediately caught my attention because it closely parallels my experience and education. An excellent position in the retail arena is my goal following graduation this May.

I am experienced and fully proficient in the areas listed in your posting, including: working as part of an integrated team, representing an organization in vendor relations, operating within a budget, and learning to use new software. Additionally, highly successful teams and mutually beneficial business relationships are also an interest of mine. This is a strength I thoroughly enjoy cultivating, especially given the link between such relationships and positive outcomes for all involved.

I believe my skills in analysis, problem solving, organization, and communication, plus my experience (summarized in the attached résumé) offers a strong match for the ABC Product Team. My formal training includes specialized courses in consumer behavior, communications, leadership development, and organizational behavior. In addition to this formal education, I have also traveled extensively in the U.S. and Canada. I look forward to discussing how my qualifications could work for ABC Corporation.

Your warmth toward our classes combined with Mr. Duncan's presentation inspired me. A proactive company like ABC Corporation would be a perfect fit for me. I will call you next week to answer any questions that my résumé may prompt. Thank you for your consideration.

Sincerely,

Ima Success
imasuccess@yahoo.com
(806) 651-2345

Provide additional contact information in your signature

Thank You Note

General Tips:

- It is best to send a handwritten, professional note and/or an email to say thank you on the same day as your interview
- Be sure to thank **every person** that participated in your interview individually when possible, and personalize for each person
- Ask for business cards at the end of the interview so that you will have names and contact information
- The thank you does not have to be long or formal
- Use your own words, and mention something you found meaningful or interesting from your interview
- If you forgot to mention something important, or wish to elaborate or change an answer from your interview, you can include that information in the note

Sample:

Dear **[Ms./Mr. and interviewer last name here]**:

Thank you for taking the time to interview me for the **[insert position name here]** position this morning. I enjoyed learning more about the work you do at **[company name]**, and I am especially excited about the opportunity to **[talk about something that excites you about the job opportunity]**.

After learning more about the position, I am confident that I could fulfill the job requirements effectively. I believe my **[mention your most valuable skill(s)]** could benefit your organization.

Please contact me if I can provide you with additional information. I hope to hear from you soon, and thank you again for your courtesy during the interview.

Sincerely,

Ima Thankful

Resume Rubric – “Grade” yourself

	Resume will likely land you an interview.	Resume needs improvement.	Resume will likely be discarded during screening.
RESEARCH	Resume has been completely customized with keywords that demonstrate the qualifications, skills, and abilities highlighted in the job description. It is obvious the writer has researched the job/industry.	Resume mentions qualifications, skills, and abilities that are commonly desired in a given field. Resume is appropriate, but not specifically tailored for the industry or position.	Resume does not reflect an understanding of the qualifications, skills, and abilities necessary to be successful in the position. It is evident that the applicant did not read the job description nor do any research.
CONTACT INFORMATION	Professional and easy to read. Heading includes full name, physical address (<i>optional</i>), email address, and phone number.	Hard to find on the resume. Heading includes most, but not all, pertinent contact information. Email address is personal instead of professional. Name does not stand out at the top of the resume.	Heading is missing one or more of the required pieces of contact information. Email address is decidedly inappropriate. Formatting is distracting to the reader.
OBJECTIVE (Optional)	Succinctly summarizes the specific opportunity that the applicant is seeking and introduces the experiences described in the enclosed resume, appealing to the needs expressed by the employer.	Summarizes the opportunity that the applicant is seeking, but has not been customized to the specific opportunity. It may be too long or use filler phrases.	Does not indicate the opportunity the candidate is seeking. It is focused on the applicant instead of the employer. Objective statement indicates interest in an unrelated organization.
EDUCATION	Well laid out and complete. It includes the institution, location, degree, major, date of completion, and GPA if over 3.0/4.0. The full name of the major is written properly. Section may include study abroad experiences, academic honors/awards, and relevant courses.	Includes most, if not all, of the required information. Section is disorganized, making it difficult to read. An abbreviation for the name of the major is used instead of the full name of the major. Institution is listed without a location. Includes attendance dates rather than graduation info.	Incomplete and disorganized to the point of distraction. Name of institution is missing. Major is listed without a degree. Graduation date has been omitted.
RELATED COURSEWORK	Used for internships or academically-relevant part-time jobs. ONLY related courses are included. Used for general majors to reflect subject-matter knowledge or in specific industries/majors where requested.	Listed by course prefix and number rather than course name. All courses are listed rather than just those related to the targeted job.	Used because writer needs to fill space. All courses are listed rather than just those related to the targeted job.
QUALIFICATIONS or PROFILE	Well-organized and reflects the skills desired by the employer. Bullet points are used to break up text into concise phrases that begin with action verbs and clearly define skill development. 6+ skills specific to major/job area are identified with personal attributes.	Too many or too few statements have been included, leaving the employer confused about the applicant's skills and abilities. Statements are either vague, not targeted for job sought, or too specific.	Contains irrelevant information, is repetitive, or is missing entirely indicating the applicant has very little knowledge, skills, or abilities to offer a potential employer.
EXPERIENCE	Descriptions intentionally reflect the skills desired by the employer and include details such as the name of the organization, location, title, and dates of employment. Bullet points are used to focus on job accomplishments OR relevant (not obvious) job duties in the appropriate tense.	Needs improvement. Bullet points have not been used to break up text into concise phrases. Weak phrases simply define the tasks completed during each experience instead of describing the accomplishments or impact made.	Disorganized or incomplete. Pertinent information about experiences cannot be found quickly or is missing altogether. The structure of phrases is inconsistent and distracting to the employer.
INVOLVEMENT or Activities/Honors (Optional)	Describes all involvement with organizations, activities, and honors. Information intentionally reflects the skills desired by the employer. Includes the name of the organization, location (?), position(s) held (if applicable.) Bullet points are used, if needed, to arrange for readability, i.e., if information wraps to 2 lines on any single item.	Disorganized or incomplete. Pertinent information is missing. Descriptions state what the organization is instead of describing individual contributions, leaving the employer unsure about the applicant's skills and abilities.	Contains very little information or information that is more hobbies/personal interests.
GRAMMAR	Has no capitalization, spelling, word choice, or grammar errors. All information is verifiable and truthful.	Contains a few minor capitalization or grammar errors. Information has been abbreviated when it should have been spelled out. All information is verifiable and truthful.	Contains glaring capitalization, spelling, word choice or grammar errors. GPA or experience is misstated. Use of complete sentences or personal pronouns. A persistent pattern of errors is distracting, making the resume difficult to read.
FORMATTING	Resume fills one or two full pages, but is not crowded. White space has been utilized effectively. Font style and layout are consistent throughout. Important information stands out immediately. Resume can be easily scanned by an employer in under a minute.	Resume has been formatted inconsistently. Use of bold, italics, underlining, or bullet points is distracting instead of helpful. White space does not break up text, making resume difficult to read. Important information is difficult to find.	Format is unappealing and information cannot be found quickly. Multiple fonts are used. Font size is too small and/or margins are too narrow. Graphics, such as clip art or borders, distract the employer from the information.



Handshake

Handshake is the FREE jobs/resume database for all WTAMU students and alumni. You already have an account and can access it using your university network credentials. Find on-campus jobs, internships, part-time jobs, and full-time post-graduation opportunities as well as information about job fairs and upcoming events here! Log in, complete your profile, and get started today. Access Handshake from our homepage: wtamu.edu/career.

Mock Interviews

Mock Interviews are held once per month and are open to all WTAMU students who are at least a junior in classification. To be eligible for a mock interview, you must have attended an in-person resume review during the current semester and have your updated resume uploaded into Handshake.

Visit bit.ly/WTMockInterview to learn more!

1. Log in to Handshake
2. Choose **JOBS**
3. Select **On-Campus Interviews**

Note that you may only sign up for 1 mock interview per date so that all interested students can participate.

Please check our website for more information and Handshake for exact dates/times.

Resume Reviews

You've attended a resume workshop now go write/edit your resume. Then, have your resume reviewed.

#1 VMock Software – upload your resume to VMock to get instant feedback. www.vmock.com/wtamu.

#2 By Appointment: Log in to Handshake and schedule a 30-minute resume review with one of our staff members.

Internships

The How to Find an Internship workshop is held at various times during the semester. (Check out Handshake for dates/times!) Attend to learn how to best conduct your internship search. We cover the basics of internship search strategies as well as offer suggestions and resources for your individual search. This workshop is offered online and held in our office and as with our other workshops, latecomers will not be allowed to enter after the workshop begins, so arrive early to assure yourself a seat!

Workshops On Demand

Visit the WTAMU Career Services YouTube Channel to access recorded webinars, employer information sessions, and helpful video content related to Handshake.

MyPlan is an online resource useful for individuals who are undecided on a college major or a post-graduation career. It can also confirm the career and major choices of decided students.

MyPlan evaluates your personality, interests, skills and values through the online assessments and then produces a "CareerMatch" of possible job titles. After taking the assessments, we highly recommend that you then work together with a career coach to review this list and determine your own unique list of career possibilities.

MyPlan is free to both currently enrolled WTAMU students AND all alumni. Find the access code at <http://bit.do/WT-myplan> or call our office with questions.

MyPlan

Career Coaching

Career Services is able to assist you with all aspects of your job search. From navigating Handshake to putting your Strengths to work...we can help! Make an appointment in Handshake with one of our staff members, and let's get started. We look forward to working with you!

WT Career Services
WEST TEXAS A&M UNIVERSITY

806.651.2345 | wtamu.edu/career
Student Success Center, CC 113



Job Search Hacks

Searching for a job can feel overwhelming, so it's helpful to break it down into manageable parts. **You don't have to do all of these, and there is no specific order.** For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

You can receive assistance for every aspect of the job search in Career Services...and you don't have to do it all during business hours. Start by checking our web site (www.wtamu.edu/career) for lots of links and helpful information.

Know yourself.

<input type="checkbox"/>	I have identified my personal strengths. (www.wtamu.edu/strengthsquest)
<input type="checkbox"/>	I have met with a Strengths coach to learn how I can use my strengths in the workplace. (Schedule an appointment at www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I have taken the My Plan assessment to learn more about my personality, interests, and values. (www.wtamu.edu/career → Career Exploration → Career Assessments → My Plan)
<input type="checkbox"/>	I know careers/job titles related to my major. (www.wtamu.edu/career → Career Exploration → What Can I Do With This Major?)
<input type="checkbox"/>	I can name three careers/jobs that I plan to pursue (Plan A, B, and C).
<input type="checkbox"/>	I have researched marketable skills, and have identified ways to improve my skills for the workplace. (www.wtamu.edu/career → Professional Development → Marketable Skills)
<input type="checkbox"/>	I have met with a career coach to assist in my career search. (Schedule an appointment at www.wtamu.edu/career → Handshake)

Know where you want to work, and what you want to do.

<input type="checkbox"/>	I have researched organizations or companies that might hire someone with my major and skills. (To learn more about outcomes for recent WT grads, visit www.wtamu.edu/career → Career Outcomes → Employment and Salary Data)
<input type="checkbox"/>	I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic locations for jobs, etc.
<input type="checkbox"/>	I have identified at least 10 potential employers for the type of work I'm seeking.

Get ready for the search.

<input type="checkbox"/>	I have activated and completed my profile in Handshake. (www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I have connected with Career Services on social media to see events & opportunities. (Twitter, Facebook, Instagram - WTCareer)
<input type="checkbox"/>	I have attended a resume workshop. (For a schedule of workshops, visit www.wtamu.edu/career → Calendar)
<input type="checkbox"/>	I have utilized VMock for my first resume review, and I have had a second review with a staff member in Career Services. (www.vmock.com/wtamu ; Make an appointment at www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I have prepared a portfolio or gathered work samples to highlight my experience, skills, and talents.
<input type="checkbox"/>	I have developed my "30-second speech" (elevator pitch).
<input type="checkbox"/>	I have identified professionals in my field to contact for an informational interview. (Learn more at www.wtamu.edu/career → Career Exploration → Informational Interviewing)
<input type="checkbox"/>	I have identified at least three individuals who will serve as references.
<input type="checkbox"/>	I have developed my interview skills by reviewing the online interviewing workshop, practicing my responses to typical interview questions, and preparing good questions to ask the employer during the interview. (www.wtamu.edu/career → Professional Development → Workshop Information → Interviewing Workshops)
<input type="checkbox"/>	I have completed a mock interview. (www.wtamu.edu/career → Professional Development → Mock Interview Program)
<input type="checkbox"/>	I have interview clothing that is appropriate for the field in which I plan to work. (https://www.pinterest.com/wtcareer/boards/)
<input type="checkbox"/>	I set up my voicemail and have a professional message in case an employer calls.
<input type="checkbox"/>	I have a neutral/professional email address to share with employers.
<input type="checkbox"/>	I have prepared myself with work experience through related part-time jobs and/or internships. (Learn more at www.wtamu.edu/career → Job Search → Internship Information)

Start searching.

<input type="checkbox"/>	I attend every career fair related to my career goals. (For a schedule, visit www.wtamu.edu/career → Calendar)
<input type="checkbox"/>	I have uploaded my resume(s) to Handshake, and fully completed my profile. (www.wtamu.edu/career → Handshake)
<input type="checkbox"/>	I regularly check Handshake for career opportunities, and read the appropriate job-search resources for my field(s) of interest. (wtamu.edu/career → Handshake)
<input type="checkbox"/>	I follow up on every interesting job lead.
<input type="checkbox"/>	I have created a LinkedIn profile, joined groups related to my career goals, and have developed a list of potential networking contacts and keep in touch with them. (www.linkedin.com www.wtamu.edu/career → Professional Development → Workshop Information → LinkedIn Workshop)
<input type="checkbox"/>	I follow up after sending my resume and cover letter with a phone call or email to each employer requesting a job interview.
<input type="checkbox"/>	I send thank you letters or emails to every person who interviews me or provides me with a job lead.

Sample resume formats follow:

1. "Graduating Student" sample when applying for your post-graduation positions, even if you are still months from graduation.
2. "Bee Ann Intern" sample for internships.
3. "Your Name" sample for on-campus or part-time jobs.
4. "Student Teacher" sample for those applying for positions as a teacher.
5. "Buff Nurse" sample for those graduating nurses ready to apply for their first post-graduation position.

GRADUATING STUDENT

WTAMU Box 60728 ▪ Canyon, Texas 79016 ▪ (806) 651-2345 ▪ yourname@gmail.com

OBJECTIVE

A **brief** statement that tells the employer what position you are seeking. This should be very specific when applying for a specific job, but very general for our database. It may contain up to 4 parts: (1) position level (i.e., professional, full time, *not entry-level*), (2) function/title (i.e., management trainee, auditor, etc.), (3) skills you plan to use, and (4) type or name of business or industry (i.e., agriculture, retail sales, etc.)

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first, use the word anticipated, expected or projected if graduation is > 2-3 months away)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 (include if > or = 3.0) May 202X anticipated

SUMMARY OF QUALIFICATIONS [*or* PROFILE]

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer an employer
- Begin each with an action verb or number, choose different words to begin each statement
- Can use subheadings if appropriate, i.e., computer skills, customer service skills, etc.
- Qualifications are more experience-based whereas Profiles are more personal attributes
- Be creative!

WORK HISTORY [*or* EXPERIENCE]

Name of Business City, State
Job Title dates of employment (month year)

- Bullet statements are used to highlight job accomplishments, what did you do to make this organization better?
- A bullet statement can also be used here to detail job duties you performed that may not be expected based on your job title.

Name of Business City, State
Job Title dates of employment (month year)

- You are not required to list anything under here, if it doesn't fit either of the criteria above

ACTIVITIES and HONORS [*or* INVOLVEMENT]

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list here

BEA ANN INTERN

WTAMU Box 60728 Canyon, Texas 79016 (806) 651-2345 yourname@gmail.com

OBJECTIVE

A **brief** statement that tells the employer what position you are seeking. This should be very specific when applying for a specific job, but very general for our database. It may contain up to 4 parts: (1) position level (i.e., co-op, part time, professional, internship, etc.), (2) function/title (i.e., management trainee, auditor, etc.), (3) skills you plan to use, and (4) type or name of business or industry (i.e., agriculture, retail sales, etc.)

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first and work backwards in time)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 *(include if > or = 3.0)* anticipated May 202x

RELATED COURSEWORK

- List major classes taken
- List by name of course, not #
- Include all that apply to position
- Be strategic based on the job

PROFILE or SUMMARY OF QUALIFICATIONS

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer an employer
- Begin each with an action verb or number, choose different words to begin each statement
- Can use subheadings if appropriate, i.e., computer skills, customer service skills, etc.
- Qualifications are more experience-based whereas Profiles are more personal attributes
- Be creative!

WORK HISTORY or EXPERIENCE

Name of Business City, State
Job Title dates of employment (month year)

- One or two bullet statements under each position may be in order if the position is related to your field.
- A bullet statement can also be used here to detail job duties you performed that may not be expected based on your job title.

Name of Business City, State
Job Title dates of employment (month year)

- You are not required to list anything under here, if it doesn't fit either of the criteria above

ACTIVITIES and HONORS

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list here

YOUR NAME

WTAMU Box 60728 ♦ Canyon, Texas 79016 ♦ (806) 651-2345 ♦ studentbuff4@buffs.wtamu.edu

OBJECTIVE

A **brief** statement that tells the employer what position you are seeking. This should be very specific when applying for a specific job, but very general for posting on Handshake. It may contain up to 4 parts: (1) position level (i.e., co-op, part time, internship, etc.), (2) function/title (i.e., receptionist, social media intern, etc.), (3) skills you plan to use, and (4) type or name of business or industry (i.e., agriculture, retail sales, etc.)

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order – can include HS if you are a first year student.)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 *(include if > or = 3.0)* May 20xx *anticipated*

RELATED COURSEWORK *(use this if seeking an internship or if the job is relevant to your field of study – otherwise do not include a related coursework section.)*

- List major classes taken
- List by name of course, not #
- Include all that apply to position
- If too many, list in columns
- Okay to include classes now attending

PROFILE or SUMMARY OF QUALIFICATIONS *(don't use both titles – just one or the other, or make up your own)*

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer an employer
- Begin each with an action verb or number, choose different words to begin each statement
- Profiles are more personal attributes and maybe more common for first year students
- Be creative!

WORK HISTORY or EXPERIENCE *(Again, don't use both titles – just one or the other, or make up your own)*

Name of Business City, State
Job Title dates of employment (month year – month year)

- One or two bullet statements under each position may be in order if the position is related to your major
- A bullet statement might also be used to detail job duties you perform that may not be expected based on your job title

Name of Business City, State
Job Title dates of employment (month year – month year)

- You are not required to list anything under here, if it doesn't fit either of the criteria above

ACTIVITIES and HONORS *(be sure the title accurately reflects the contents of this section)*

- High school is okay as long as you are in your first year of college, after that, omit and just include activities & honors from WT
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list in this section

Prepared by Career Services
West Texas A&M University
Student Success Center | CC 113
806.651.2345
<http://wtamu.edu/career>

STUDENT TEACHER

Canyon, Texas | (806) 651-2345 | yourname@gmail.com

OBJECTIVE

Elementary/Secondary Teacher Teaching Field: name field(s) here

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first, use the word anticipated, expected or projected if graduation is > 2-3 months away)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 (include if > or = 3.0) May 202x

TExES status: Passed Test Name Month Year, scheduled to take Test Name Month Year

SUMMARY OF QUALIFICATIONS *or* PROFILE

- Brief statements of your experience, training and/or personal abilities with an emphasis on teaching skills
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer a school system
- Begin each with an action verb or number, choose different words to begin each statement
- Qualifications are more experience-based whereas Profiles are more personal attributes
- Be creative!

TEACHING *or* CLASSROOM EXPERIENCE

Name of School (Campus Name) City, State
Student Teacher Semester Year

- Classroom type

Name of School (Campus Name) City, State
Your Role (Methods / Teacher's Aide / Etc.) Semester Year

WORK HISTORY *or* EXPERIENCE

Name of Business City, State
Job Title dates of employment (month year)

- A bullet statement can be used here to detail relevant job duties or accomplishments

Name of Business City, State
Job Title dates of employment (month year)

- You are not required to list anything under here, if it doesn't fit either of the criteria above

ACTIVITIES and HONORS

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list here

BUFF NURSE

Canyon, Texas | (806) 651-2345 | yourname@gmail.com

OBJECTIVE

A **brief** statement that tells the employer what position you are seeking. This should be very specific when applying for a specific job, but very general for BuffJobs. It may contain the following: job or position title, skills you plan to use, and name of organization

EDUCATION *(list only colleges/universities from which you have or are planning to graduate, in reverse chronological order, i.e., most recent first, use the word anticipated, expected or projected if graduation is > 2-3 months away)*

West Texas A&M University Canyon, Texas
Full name of degree GPA 3.0/4.0 *(include if > or = 3.0)* anticipated May 202X

NCLEX info

SUMMARY OF QUALIFICATIONS [or PROFILE]

- Brief statements of your experience, training and/or personal abilities
- Summarizes experience and calls attention to your skills
- Highlights what you have to offer an employer
- Begin each with an action verb or number, choose different words to begin each statement
- Qualifications are more experience-based whereas Profiles are more personal attributes

CLINICAL EXPERIENCE

Facility Name City, State
Your Role Month year to month year (or semester + year)

- Information of significance to the reader ... # of hours, type of patients/duties/tasks
- Can have more than one bullet (or no bullets!)

Facility Name City, State
Your Role Month year to month year (or semester + year)

- Information of significance to the reader ... # of hours, type of patients/duties/tasks

WORK HISTORY

Name of Business City, State
Job Title dates of employment (month year)

- Bullet statements are used to highlight job accomplishments, what did you do to make this organization better?
- Can have more than one bullet under each of these too

Name of Business City, State
Job Title dates of employment (month year)

- You are not required to list anything under here, esp. if the job is not relevant

ACTIVITIES and HONORS [or INVOLVEMENT]

- Don't list anything from high school, unless it is an exceptional feat, i.e., valedictorian, etc.
- College scholarships, honors, organizations, and memberships all go here
- Community work, volunteer work, is also appropriate to list here

Power up your Resume with VMock

West Texas A&M University
introduces

VMock SMART Career Platform



Instantly get rich feedback on your Resume using 100s of parameters



Your Resume is scored by benchmarking against West Texas A&M University peers



Bullet-by-bullet feedback lets you make your Resume better with each sentence

Sign Up Now!

www.vmock.com/wtamu



WT Career Services
WEST TEXAS A&M UNIVERSITY

VMock Resume Platform

How-to Guide

GETTING STARTED

- Sign up on www.vmock.com/wtamu
- Click on Upload Resume and select a PDF version after the file explorer launches.
(Note: If you don't have a resume, go to See Template -> Download Template -> Update and save as .pdf)

VMOCK SCORING AND FEEDBACK

Provided on a scale of 0-100, VMock Resume Score is computed based on 3 core modules. It appears automatically in your Student Dashboard after completion of the review process. It indicates the level of danger your resume currently stands in and can belong to either Red, Yellow or Green zone.

VMOCK SYSTEM LEVEL FEEDBACK

System Feedback has three main modules: impact, presentation and competencies.

- Click the blue View feedback button to review the feedback.
- Next, click the blue See Detailed Feedback button to navigate to System Feedback.
- You may navigate between each module by clicking on its name, below your Resume Score.
- Each main module is comprised of core elements. Scroll down and click through each core element to view corresponding feedback highlighted in your resume.
- Within each core element, click See Guidance to view key insights and suggestions for improvement.

VMOCK TARGETED FEEDBACK

Targeted Feedback

It is generated by benchmarking the content on your resume against high scoring resumes of other West Texas A&M University students. To view, click Targeted Feedback, located at the top of the browser.

Section Level Feedback

Feedback on content development and its placement on your resume. Click on Categories you can include to view sample suggestions.

Bullet Level Feedback

Section Level Feedback also includes bullet level feedback. Bullet level feedback evaluates bullet points on certain parameters.

UPDATE YOUR RESUME

When you are finished reviewing VMock's detailed feedback, it's time to revise your resume by incorporating the feedback and customized suggestions.