

# RESUME & CV STYLE GUIDES

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**Style Guides and  
Samples for Every  
Career Phase**

# TABLE OF CONTENTS

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<b>DOCUMENT</b>	<b>PAGE</b>
<b>Resume for Recent High School Graduates</b>	
• <b>Style Guide</b>	<b>1</b>
• <b>Sample Resume</b>	<b>2</b>
<b>Resume for College Students Seeking Internships</b>	
• <b>Style Guide</b>	<b>3</b>
• <b>Sample Resume</b>	<b>4</b>
<b>Resume for Upcoming and Recent Graduates</b>	
• <b>Style Guide</b>	<b>5</b>
• <b>Sample Resume</b>	<b>6</b>
<b>Resume for Alumni Making a Career Transition</b>	
• <b>Style Guide</b>	<b>7</b>
• <b>Sample Resume</b>	<b>9</b>
<b>Cover Letter</b>	
• <b>Style Guide</b>	<b>11</b>
• <b>Sample Cover Letter</b>	<b>12</b>
<b>References Style Guide</b>	<b>13</b>
<b>Curriculum Vitae for Graduate and Ph.D. Candidates</b>	
• <b>Style Guide</b>	<b>14</b>
• <b>Sample CV</b>	<b>17</b>
<b>Personal Statement for Graduate Applications</b>	
• <b>Style Guide</b>	<b>20</b>
• <b>Sample Personal Statement</b>	<b>21</b>

## Resume Content for Recent HS Grad

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email@server.com | City, ST | (###) ###-####

**OBJECTIVE** – *Explain why you made this resume*

A **brief** statement of your goals for the resume. Sentence 1: for a tailored resume, be very specific and state the position title and company; for an industry resume to be used online and at job fairs, keep it more general. Sentence 2: core abilities and attributes you will bring to a company.

**EDUCATION** – *List higher education currently in progress; don't list high school; exclude GPA in your 1<sup>st</sup> semester*

**School name** *[spell out everything in this section – no abbreviations]*

City, ST

**Degree name, Major** *[check college website]*

expected Month 202#

- Minor
- GPA: #.#/4.0 [ $\geq 3.0$  only]

### PROFESSIONAL SKILLS

- 3-5 brief statements of experience, training, and/or personal attributes **most relevant** to your industry and/or the job you are applying for
- Highlight what you have to offer an employer right up front
- Start each bullet in profile and experience sections with a strong action verb
- Look to your CliftonStrengths and YouScience results, as well as the job description for ideas on what to include

**EXPERIENCE** – *list in reverse order, i.e. put your most recent job first; verbs always past tense*

**Company #1** *[confirm exact name on website if possible]*

City, ST

**Job Title #1** *[use commonly recognized titles]* Month Year – Month Year (dates of employment)

- Can include jobs, internships, and relevant volunteer experiences (paid and unpaid)
- A few bullets with direct or transferrable knowledge, skills, or abilities **relevant to the qualifications required for the job or the industry**
- Include more than the task – start with formula **Performed X to do Y to accomplish Z**

**Company #2**

City, ST

**Job Title #2**

Month Year – Month Year (dates of employment)

- If a job does not have relevant skills, you do not need to include bullet points underneath but you should list the first two lines of job info for every paid job

### ACTIVITIES AND HONORS

- List the most recent first
- Relevant high school activities may be included during your first year of college
- Get involved in college so you can start to replace HS activities!

# BUCKY N. KIDD

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bk999999@buffs.wtamu.edu | Canyon, TX | (806) 867-5309

## OBJECTIVE

Seeking to be part of campus life by working with peers. Creative people-person who works hard and is always on time.

## EDUCATION

### West Texas A&M University

Bachelor of Fine Arts, major in Musical Theatre

Canyon, TX  
expected May 2028

## PROFESSIONAL SKILLS

- Adapts behavior to all situations
- Helps people relax by making them laugh and being friendly
- Asks questions to understand before acting
- Strives to meet goals set by myself and my supervisors

## EXPERIENCE

### John Fielder Mowing

*Mower*

Plain O', TX  
Mar 2024 – Aug 2024

- Mowed, edged, and tidied lawns with attention to detail out of respect for people whose homes we worked at
- Finished high-quality work 30% faster than assigned and helped other teams catch up
- Used equipment carefully for the safety of myself and others

### Home on the Range Little Theatre

*Volunteer set designer*

Plain O', TX  
Jan 2022 – Jul 2024

- Researched professional productions and related history/cultures to enhance each play and presented findings to the stage manager
- Built set pieces using recycled materials and power tools
- Used creativity and problem-solving to meet production timelines

## ACTIVITIES AND HONORS

- Best Amateur Set Design, Plains Herd Association, 2022, 2023

# Resume Content for Seeking Internships

[email@server.com](mailto:email@server.com)

(###) ###-####

LinkedIn.com/CustomPersonalID

City, ST

## OBJECTIVE – Explain why you made this resume

A **brief** statement of your goals for the resume. Sentence 1: for a tailored resume, be very specific and state the internship position title and company; for an industry resume to use online and at job fairs, state you are seeking an internship and why. Sentence 2: outline the career goals and skills or experiences you hope to learn. Sentence 3: core abilities and attributes you will bring to the company.

## EDUCATION - List higher education with most advanced degree first; do not include high school

**School name** [spell out everything in this section – no abbreviations]

City, ST

**Official degree name, Major** [check college website or diploma]

projected Month 202#

- Minor
- GPA: #.#/4.0 [include if  $\geq 3.0$  only]
- Academic honors

## RELATED COURSEWORK EXPERIENCE or PROJECT EXPERIENCE[OPTIONAL]

**Course or Project Name (not number)**, completed date

- Only list courses or projects **directly related to the industry** and/or qualifications for the internship post
- List relevant project responsibilities, certifications, skills etc. gained in that course or project when possible

## PROFESSIONAL SKILLS

- 5-7 brief statements of experience, training, and/or personal attributes that are naturally your strongest and those **most relevant** to your industry and/or the job you are applying for
- Highlight what you have to offer a company or organization right up front
- Start each bullet in skills and relevant/work experience sections with a strong action verb
- Look to your CliftonStrengths, YouScience results, and the internship description for ideas on what to include
- Be creative!

## TECHNICAL EXPERIENCE [OPTIONAL]

- List technology and equipment relevant to the internship or industry

## RELEVANT EXPERIENCE [OPTIONAL] – list in reverse order, i.e. put your most recent job first; verbs always past tense

**Company #1**

City, ST

**Job Title #1**

Month Year – Month Year (dates of employment)

- Can include jobs, internships, and volunteer experiences (paid and unpaid)
- Include a few bullets with direct or transferrable knowledge, skills, or abilities **directly relevant to your industry**

## WORK EXPERIENCE – list in reverse order, i.e. put your most recent job first; verbs always past tense

**Company #1**

City, ST

**Job Title #1**

Month Year – Month Year (dates of employment)

- Only include bullet points if you have transferrable knowledge, skills, or abilities that are relevant in your industry or listed in the internship description; *performed X to do Y to accomplish Z* and quantify when possible

**Company #2**

City, ST

**Job Title #2**

Month Year – Month Year (dates of employment)

## ACTIVITIES AND HONORS [OPTIONAL]

- List the most recent first; include position title and dates if relevant
- College activities only

# Beatrice Ann Intern

[bi999999@buffs.wtamu.edu](mailto:bi999999@buffs.wtamu.edu)

(806) 110-0010

[LinkedIn.com/CodingBea](https://www.linkedin.com/company/CodingBea)

Austin, TX

## OBJECTIVE

Looking to explore future career options as an Intern at High Tech Texans, LLC. Seeking experiences in a fast-paced, innovative, and well-respected company to observe the day-to-day life of professional user experience designers and practice coding skills. Will bring high curiosity, dedication to applying technological solutions to everyday problems, and passion for efficiency and multitasking to this internship.

## EDUCATION

### West Texas A&M University

Canyon, TX

*Bachelor of Science, Major: Computer Science with a Data Science Track*

projected Dec 2026

- GPA: 3.9/4.0

## RELATED COURSEWORK EXPERIENCE

**Programming Principles I**, completed Dec 2024

**Computer Organization and Assembly Language**, expected completion May 2025

## PROFESSIONAL SKILLS

- Guided by curiosity in work and school
- Makes connections between cross-disciplinary interests for unique technical solutions
- Assesses the big picture and is careful of details at the same time
- Focuses on projects intensely for long periods
- Passionate about building a future using technology and AI ethically and creatively to help all people

## TECHNICAL EXPERIENCE

- Programming languages: HTML, Python, Javascript, R
- Workplace tools: Google Workplace, iWork, Slack, Microsoft Office

## RELEVANT EXPERIENCE

### Apple Genius Bar

Austin, TX

*Genius*

Nov 2021 – Jul 2023, May 2024 – Aug 2024

- Assisted customers in troubleshooting technical issues, including recovering essential documents and multimedia, to improve customer experience
- Increased understanding of Apple hardware and software for repairs and updates

### MonkeyRun

Austin, TX

*App Creator*

May 2022 – Feb 2023

- Created app game useable by people with low vision or blindness to increase accessible entertainment
- Learned coding languages using online resources and trial and error
- Earned \$10,390 over two years of app sales

## WORK EXPERIENCE

### Aramark

Canyon, TX

*University Food Prep Assistant*

Aug 2023 – May 2024, Aug 2024 – May 2025

## ACTIVITIES AND HONORS

**Association for Computing Machinery**, Secretary

Aug 2023 - present

# Resume Content for Upcoming and Recent Graduates

email@server.com | YourWebsite.com | linkedin.com/CustomPersonalID | (###) ###-#### | City, ST

## OBJECTIVE – Explain why you made this resume

A **brief** statement of your goals for the resume. For a tailored resume, be very specific and state the job position title and company; for an industry resume to use online and at job fairs, state you are seeking employment. Include a couple of descriptions of what makes you a good fit for the position. Avoid personal pronouns, i.e. no I, me, my, myself, etc.

## EDUCATION - List higher education from which you graduated or will soon graduate with most advanced degree first; do not include high school; spell out everything in this section – no abbreviations

### School name

City, ST

Official degree name, Major [check college website or diploma]

Month 202#

Minor: XXXXXXXXX

GPA: #.#/4.0 [include only if  $\geq 3.0$ ]

Academic Honors

## PROFESSIONAL SKILLS

- 5-7 brief statements of experience, training, and/or personal attributes that are your strongest
- Summarizes skills **most relevant** to your industry and/or the specific job you are applying for
- Highlight what you have to offer a company or organization right up front
- Start each bullet in the skills and experience sections with a strong action verb. Look to your CliftonStrengths, YouScience results, and the job description for ideas on what to include
- Be creative!

## RELEVANT EXPERIENCE [OPTIONAL] – list in reverse order, i.e. put your most recent job first; for ATS, verbs always past tense

### Company #1

City, ST

Job Title #1 Month Year – Month Year (dates of employment) [for ATS: list today's month/year instead of **current**]

- Can include jobs, internships, and volunteer experiences (paid and unpaid)
- Include technical and interpersonal knowledge, skills, and abilities **directly relevant to the job or industry**
- This section is most useful if your relevant work experience is not naturally at the top of your Work Experience section. It is also useful if your relevant experience comes from internships, volunteer, or other unpaid history.
- Go beyond listing daily tasks – when in doubt use the format *performs X to do Y to accomplish Z* and quantify

## WORK EXPERIENCE – list in reverse order, i.e. put your most recent job first; verbs always past tense

### Company #1

City, ST

Job Title #1 Month Year – Month Year (dates of employment)

- Only include bullet points if you have knowledge, skills, or abilities that are relevant to the job or industry
- Transferrable knowledge in the “soft” skills can often be highlighted if this position does not directly relate to the position or industry

### Company #2

City, ST

Job Title #2 Month Year – Month Year (dates of employment)

## TECHNICAL EXPERIENCE [OPTIONAL]

- List technology and equipment relevant to the job or industry; use bullets or commas to separate

## ACTIVITIES AND HONORS [OPTIONAL]

- List the most recent first
- College and post-graduate activities only

**OBJECTIVE**

Seeking to bring a strong understanding of modern budgeting, accounting, and financial management principles to the Financial Analyst I position at Region 16.

**EDUCATION**

**West Texas A&M University**

Canyon, TX

Bachelor of Business Administration, Major: Finance

May 2024

Minor: Computer Information Systems

GPA: 3.6/4.0

**PROFESSIONAL SKILLS**

- Improves processes to increase accuracy and efficiency with resourceful solutions and technical know-how
- Reports data to federal and state agencies and company stakeholders while carefully maintaining records
- Disseminates information with highly adaptive communication styles to internal and external customers to guide internal decision-making and impact user experience
- Identifies, learns, and experiments with new technological advances to explore continuous process improvements
- Applies consistency, pride, and accountability to all tasks and projects

**RELEVANT EXPERIENCE**

**Bar Z Winery [current employer]**

Canyon, TX

*Operations Manager*

May 2023 – Aug 2024

- Managed Korona Point of Sale (POS) system, inventory, bookkeeping using Quickbooks, bill payment, and tax reporting for all business activities averaging \$975,000 in sales annually
- Supervised 3 staff members directly and assisted with hiring and management of all staff when assigned
- Updated hiring and onboarding processes resulting in 37% longer retention and improved customer service experiences

**WORK EXPERIENCE**

**WTAMU Financial Aid Department**

Canyon, TX

*Peer Financial Aid Advisor*

Aug 2021 - May 2023

- Assisted 300+ peers each academic year in navigating FAFSA submissions and financial aid online systems for improved student experience
- Answered financial aid questions and pointed peers to possible aid solutions; referred to professionals as needed

**TECHNICAL EXPERIENCE**

- Workplace resources: Quickbooks, Korona, Google Workspace, Microsoft Office 365 including Teams and SharePoint
- Generative AI platforms: CoPilot, ChatGPT4, Google Gemini, Claude, Otter, MyEdit
- Programming languages: Java, C++, R

**ACTIVITIES AND HONORS**

- **Mortar Board**, May 2024
- **Dyke and Terry Rogers Leadership Education and Development program and certificate**, Aug 2022- May 2024



# Resume Content for Professional Making Career Transition

email@server.com  
YourWebsite.com  
linkedin.com/CustomPersonalID

(###) ###-####  
City, ST

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## OBJECTIVE – *Explain why you made this resume*

A ***brief*** statement of your goals for the resume. Sentence 1: for a tailored resume, be very specific and state the job title and company; for an industry resume to use online and at job fairs, state you are seeking employment. Sentences 2-3: core abilities, attributes, and values you developed through your career path and statement of aligning them to a new career. Avoid personal pronouns, i.e. no I, me, my, myself, etc.

## PROFESSIONAL SKILLS

- 5-7 brief statements of experience, training, and/or personal attributes that are naturally your strongest
- Summarizes skills ***most relevant*** to the new industry and/or the specific job you are applying for
- Highlight what you have to offer a company or organization right up front
- Start each bullet in the profile and experience sections with a strong action verb
- Look to your CliftonStrengths, YouScience results, and the job description for ideas on what to include
- Be creative!

**RELEVANT EXPERIENCE [OPTIONAL]** – *list in reverse order; for ATS verbs always past tense; rearrange resume sections as needed for your industry and put the most relevant information close to the top on page 1*

### Company #1

City, ST

Job Title #1      Month Year – Month Year (dates of employment) [list today's month/year instead of current]

- Can include jobs, internships, and volunteer experiences (paid and unpaid)
- Include technical and interpersonal knowledge, skills, and abilities ***directly relevant to the job or industry***
- This section is most useful when you are shifting to a career and have relevant experience in your past that does not naturally fall at the top of your work experience or through unpaid experiences, i.e. internships and volunteering

**WORK EXPERIENCE** – Include a maximum of 10 years of work history; for ATS, list in reverse order; verbs always past tense

**Company #1** City, ST  
Job Title #1 Month Year – Month Year (dates of employment)

- Only include bullet points if you have knowledge, skills, or abilities that are relevant to the new job or industry
- Highlight transferrable skills if this position does not directly relate to the position or industry.
- Translate the skills you built in your previous industry so that hiring managers can see how they relate to the new industry

**Company #2** City, ST  
Job Title #2 Month Year – Month Year (dates of employment)

- Go beyond listing daily tasks and include why it was important and the impact
- Quantify whenever you can

**TECHNICAL EXPERIENCE [OPTIONAL]**

- List technology and equipment relevant to the job or industry; use bullets or commas to separate

**EDUCATION** - List higher education from which you graduated or will soon graduate with the most advanced degree listed first; include certifications and professional development; spell out everything in this section – no abbreviations

**School Name** [spelled out, no abbreviations] City, ST  
Official degree name, Major [check college website or diploma] Month 20##  
Minor: XXXXXXXXX  
Academic honors

**Issuing organization** City, ST  
Certificate name issued Month 20## OR expires month 202#

**PROFESSIONAL AFFILIATIONS**

- List membership and leadership in professional organizations
- List the most recent first

**ACTIVITIES AND HONORS [OPTIONAL]**

- List the most recent first
- College and post-graduate activities only

# Flor N. Gale, CNS, ACCNS-AG

FlorNitenGale@hotmail.com  
Linkedin.com/NurseFlor

(806) 911-4357  
Houston, TX

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## OBJECTIVE

Diligent and socially proactive Clinical Nurse Specialist seeks to support American Hospital Association as the Senior Trainer. Offers 17+ years in steady professional promotion within the geriatric health field. Well-equipped with skills in advocacy, facilitation, and coaching to join Gainwell in “finding innovative solutions to some of healthcare’s biggest challenges.”

## PROFESSIONAL SKILLS

- Guide future healthcare professionals and current colleagues as a lead trainer a variety of medical practices and safety procedures
- Celebrate big and little wins joyfully to help drive continued motivation and momentum
- Challenge existing processes and norms to improve quality of services and results-oriented efficiency
- Advocate for the best healthcare path for patients between doctors, family, and other health professionals

## WORK EXPERIENCE

**Houston Methodist** [current employer]

Houston, TX

*Manager Clinical Education*

Jun 2017 – May 2025

- Led the development and execution of a hospital Education Plan providing high-quality, innovative, and timely educational programs in various formats and methods of delivery
- Developed innovative programs to educate, mentor, and enhance the knowledge of nursing staff
- Optimized information systems to enhance operations; supported entity-specific performance improvement and data management/analysis functions
- Provided fair and consistent leadership and communication to maintain a competent and engaged employee group of 11

**Houston Methodist, Neurological Rehabilitation Center**

Houston, TX

*Center Managing RN*

Oct 2013 – Jun 2017

- Managed an average of 38 nursing staff, developing adaptive and positive culture and ensuring continuous care 24/7
- Coordinated running of a continuing care facility, including building maintenance, project management, and safety planning

## Houston Methodist

Houston, TX

*Clinic Specialty RN - Neurology*

Feb 2009 – Oct 2013

- Served as a content expert and clinical resource by providing staff and patient education on geriatric neurological diagnosis and treatment
- Answered financial aid questions and pointed peers to possible aid solutions; referred to professionals

## TECHNICAL EXPERIENCE

- Workplace resources: Microsoft Office 365 including Teams, SBAR, Patient Medical Systems i.e. Meditech, Apple and Android tablets and computers,
- Medical equipment: mobility devices i.e. Hoyer Lift, standard health assessment tools, AED, RFID tags and other smart safety equipment

## EDUCATION & CERTIFICATIONS

### University of Texas at Austin

Houston, TX

Master of Science, Major: Respiratory Care, Clinical Specialist Concentration

May 2007

### West Texas A&M University

Bachelor of Science, Major: Nursing, GPA: 3.9/4.0

May 2004

### Texas Board of Nursing

Registered Nurse

Renewed Nov 2024

### American Red Cross

CPR/AED for Professional Rescuers Renewed

Renewed Oct 2023

Licensed Training Provider

Renewed February 2022

### American Association of Critical-Care Nurses

Adult-Gerontology Clinical Nurse Specialist Certification

Renewed Aug 2022

## PROFESSIONAL AFFILIATIONS

- **American Hospital Association**, Member, 2007-2024
- **Texas Nurses Association**, Member, 2009-2024

## HONORS

- **Houston Chronicle Salute to Nurses**, 2015

# Cover Letter Style Guide [MATCH HEADING TO YOUR RESUME]

[email@server.com](mailto:email@server.com)

LinkedIn.com/CustomPersonalID

(###) ###-####

City, ST

Date of letter

Name of recruiter or hiring manager [Mr./Ms. FIRST LAST]

Title of recruiter or hiring manager

Company Name

Company Street Address

Company City, State ZIP

## How to Submit:

- 1) For online applications, save as a PDF and upload in the documents section
- 2) When emailing a resume, copy and paste your cover letter into the the body of email

Dear Mr./Ms. LAST NAME:

**1<sup>st</sup> PARAGRAPH** – why you are writing, name of the position or role you are seeking, and company or organization; share how you heard about the opening or organization.

**MIDDLE PARAGRAPHS** – Explain why you are particularly interested in this company – read their mission, vision, and strategic plan to help. Let your passion and purpose for your industry shine through. I.e. share a story about how you found your interest in the industry or a specialty you are particularly interested in. Share one or two qualifications you think would be of greatest interest to the employer and examples from your professional history that give weight to your skills in that area. Indicate any related experience, educational background, or specialized training that might increase your employability and set you apart from other candidates. Explain anything unusual on your resume, i.e. career gaps or industry changes. Then refer the reader to your enclosed resume. If applicable, indicate your willingness to relocate.

**LAST PARAGRAPH** – close with information on how you plan to follow up. Give an approximate period 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,

Signature [Optional]

Your typed name

### Questions?

WTAMU Office of Career and  
Professional Development

Classroom Center  
CC 113

(806) 651-2345

[wtcareer@wtamu.edu](mailto:wtcareer@wtamu.edu)

## General Tips –

- Write to someone in particular
- Make **zero** grammatical errors – visit the Writing Center for help
- 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.)
- Target YOUR skills and experience as they apply to the job sought
- Define the next step

## Cover Letter Sample: Beatrice Ann Intern

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[bi999999@buffs.wtamu.edu](mailto:bi999999@buffs.wtamu.edu)

LinkedIn.com/CodingBea

(806) 110-0010

Austin, TX

October 12, 2024

Ms. Dorothy Frizzle  
Owner  
High Tech Texans, LLC.  
1245 Flooded Ln.  
Houston, TX 72058

Dear Ms. Frizzle:

I am writing to express my strong interest in the internship position at High Tech Texans, LLC. As a sophomore Computer Science major at West Texas A&M University with a focus on Data Science, I am eager to apply my skills and passion for technology in a professional setting.

I am particularly drawn to High Tech Texans, LLC because of your reputation for innovation and your focus on user experience design. I am excited about the opportunity to observe and learn from professional UX designers in a woman-owned business while also applying and expanding my coding skills.

My academic background has provided me with a solid foundation in programming principles and computer organization. I am proficient in several programming languages, including HTML, Python, JavaScript, and R, and I have hands-on experience with various workplace tools such as Google Workplace, iWork, Slack, and Microsoft Office. My time as an Apple Genius further honed my technical troubleshooting skills and deepened my understanding of hardware and software interactions. This experience has instilled in me a strong customer service ethic and the ability to explain complex technical concepts to a diverse audience.

What sets me apart is my practical experience in app development. I successfully created and launched MonkeyRun, an accessible game app for people with low vision or blindness. This project not only showcased my coding skills but also demonstrated my ability to learn independently and create innovative solutions to real-world problems to help support the people in our community.

As a dedicated and curious individual with a passion for using technology to improve people's lives, I believe I would be a valuable addition to your team. I am eager to contribute my skills, learn from your experienced professionals, and help drive innovation at High Tech Texans, LLC. Thank you for considering my application. I will reach out on October 19<sup>th</sup> to confirm receipt of my application and provide any other needed information.

Sincerely,

Bea Ann Intern

# Reference Content for Job Applications [Match Header to Your Resume]

email@server.com | YourWebsite.com | linkedin.com/CustomPersonalID | (###) ###-#### | City, ST

## REFERENCES

### Name of reference #1

Official title (current role)

Name of current Company or Organization

Relationship to you [supervisor, colleague, etc.]

(###) ###-####

email@company.com

### Name of reference #2

Official title (current role)

Name of current Company or Organization

Relationship to you [supervisor, colleague, etc.]

(###) ###-####

email@company.com

### Name of reference #1

Official title (current role)

Name of current Company or Organization

Relationship to you [supervisor, colleague, etc.]

(###) ###-####

email@company.com

### How to Submit:

Each company wants references at a different point in the process. Prep your list with other job materials so they are ready to go.

Submission requests may be:

- 1) Part of an online application fillable form – copy and paste information to prevent errors
- 2) Part of an online application upload requirements – upload as a PDF
- 3) At the interview – always print and take copies with you
- 4) After a job offer – email as a pdf when requested

### General Tips –

- If the job post instructs you to list a certain number of references, **provide 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.).
- ASK your references if they can give you a **positive reference** 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.
- 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. And let them know when you accept a job.

# Curriculum Vitae Content for Graduate and Ph.D. Candidates

ProfessionalEmail@server.com • (###) ###-#### • City, ST  
YourDigitalCV.com • linkedin.com/CustomPersonalID

## PERSONAL PROFILE – *Introduce yourself and your academic interests*

A **brief** statement of your key qualifications, skills, and career goals. Include 1) a career overview of your background and experience; 2) expertise, abilities, attributes, and values you developed through your academic and career path, especially as they relate to your chosen field of study and the types of positions are you currently seeking; 3) career goals and objectives, including type of position sought.

## EDUCATION – *List higher education from which you graduated or will soon graduate in reverse chronological order, i.e. most recent first; spell out everything in this section – no abbreviations*

**University Name** City, ST  
Official degree name, Major, GPA: #.#/4.0 [*include only if ≥ 3.0*] Month 202#

- Minor
- License and certification status

**Community College Name** City, ST  
Official degree name, Major, GPA: #.#/4.0 [*include only if ≥ 3.0*] Month 202#

## CLASSROOM AND TEACHING EXPERIENCE – *list in reverse order*

**School District or University #1** City, ST  
*Position Title #1* Month Year – Month Year (dates of employment)

- Start with classroom information, including grade, number of students, etc.
- Include any positions that helped you develop teaching, instruction, and mentorship skills
- Include technical and interpersonal knowledge, skills, and abilities developed
- Highlight ways you supported instructors

**School District or University #2** City, ST  
*Position Title #2* Month Year – Month Year (dates of employment)

- Note special projects you supported and include qualitative information whenever possible

## RESEARCH INTERESTS

A brief statement of research interests.

## RESEARCH EXPERIENCE – *list in reverse order*

**University or Organization #1** City, ST  
*Position Title #1* Month Year – Month Year (dates of employment)

- Include paid and unpaid research projects that highlight your technical research skills and abilities



- Highlight qualitative and quantitative research skills

## GRANTS

- Many universities want proof of your ability to bring in funding
- List the most recent first

## PUBLICATIONS – cite using the proper style guide for your industry

**Last name, First initial.**, other authors. (YEAR). Article title. *Journal, Volume (Issue)*, page numbers.

**Last name, first initial.**, other authors. (YEAR). Title. Manuscript in preparation OR Manuscript submitted for publication.

## PROFESSIONAL DEVELOPMENT – conferences, workshops, and other training

- **Name of workshop or conference**, *Hosting organization*, Dates attended

## CONFERENCE PRESENTATIONS

“Presentation title,” Conference name. Name of university or other hosting org. City, ST, Date.

## HONORS AND AWARDS

- List the most recent first
- College and post-graduate activities only, except awards that are nationally recognized or especially prestigious in your field

## UNIVERSITY SERVICE

**University or Organization #1** Month Year – Month Year (dates of employment)

*Position Title #1*

- Include responsibilities along with the knowledge, skills, and abilities you gained

**University or Organization #1** Month Year – Month Year (dates of employment)

*Position Title #1*

- Include committees and special projects you served on while working for a university, college, or industry organization

## COMMUNITY SERVICE

**Organization #1** Month Year – Month Year (dates of employment)

*Position Title #1*

- Include responsibilities along with the knowledge, skills, and abilities you gained.

## PROFESSIONAL ORGANIZATIONS

- **Name of organization**, *Role/title*, Dates

## TECHNICAL SKILLS

- List technology and equipment relevant to the job or industry; use bullet points or commas to separate
- Keep it general (applicant tracking system instead of WorkDay) unless a job description has a specific software or tool as part of the qualifications

## LANGUAGES

- **Language #1:** Proficiency level
- **Language #2:** Proficiency level

## OTHER WORK EXPERIENCE – list in reverse order

### Company #1

City, ST

Position Title #1

Month Year – Month Year (dates of employment)

- Not as much detail is needed here
- Focus on knowledge, skills, and abilities that are transferrable to your area of study

### Company #2

City, ST

Position Title #2

Month Year – Month Year (dates of employment)

- It is okay to not have bullet points if the work position does not have a transferrable element

## REFERENCES

### Name of reference #1, Official title (current role)

Name of current department

Name of current University

(###) ###-####

email@universityserver.edu

### Name of reference #2, Official title (current role)

Name of current department

Name of current University

(###) ###-####

email@universityserver.edu

### Name of reference #3, Official title (current role)

Name of current department

Name of current University

(###) ###-####

email@universityserver.edu

# Frances Feeny

MrFeeny@gmail.com • (806) 832-2437 • Bushland, TX  
linkedin.com/MrFeeny

## PERSONAL PROFILE

Dedicated educator with a passion for creative leadership for today's schools. Holds a bachelor's degree in Agricultural Education from West Texas A&M University, I bring a unique blend of classroom experience and academic scholarship. As a McNair Scholar, I conducted in-depth research on the pedagogical impacts of participation in 4-H and similar youth development programs. This experience fostered my strong interest in exploring the intersection of educational policy, student outcomes, and community engagement. With a proven track record of academic excellence and a commitment to making a positive impact in the field of education, I am poised to excel in the Educational Leadership master's program at West Texas A&M University.

## EDUCATION

**West Texas A&M University** Canyon, TX  
Bachelor of Science, Education May 2025  
Agriculture, Food and Natural Resources (Grades 6-12) Teacher Certification, GPA: 3.6

## CLASSROOM AND TEACHING EXPERIENCE – list in reverse order

**Hereford Independent School District, Hereford Jr. High School** Hereford, TX  
*Clinical Middle School Teacher* Jan 2025 – May 2025

- 150 Contact Hours
- Taught 6th grade classroom of 28 students
- Developed and implemented engaging lesson plans aligned with state standards
- Participated in grade-level team meetings and school-wide professional development
- Included Farm Fresh and similar curriculum related to agricultural history, biology, and agronomy lessons
- Collaborated with 4-H to expand instruction and engagement

**West Texas A&M University** Canyon, TX  
*Supplemental Instructor, Agriculture* Jan 2023 - current

- Supplemental Instructor for 2-3 courses with 120 students per semester
- Assist with content comprehension and assignments

## RESEARCH INTERESTS

Impact of work at family agricultural business and participation in 4-H and similar programs on student engagement, testing, and retention in K-12 classes.

## RESEARCH EXPERIENCE – list in reverse order

**West Texas A&M University** City, ST  
*McNair Scholar* May 2024 – May 2025

- Thesis: “Agricultural Work and 4-H Participation as a Key to Student Success.”

## CONFERENCE PRESENTATIONS

“Agricultural Work and 4-H Participation as a Key to Student Success,” McNair Scholar Symposium. University of California, Berkley. Berkley, CA, Nov 6-8, 2024.

## HONORS AND AWARDS

- Student Worker of the Year - Leadership, West Texas A&M University May 2024
- National Leadership Award, 4-H, May 2020

## UNIVERSITY SERVICE

**West Texas A&M University** Nov 2022 - current

*Peer Leader – Connect Coach Volunteer*

- Coach incoming freshmen on building connections through student organizations, time management through goal setting, and utilizing campus resources to attain academic success

## COMMUNITY SERVICE

**Dove Creek Equine Rescue** Jan 2023 - current

*Volunteers*

- Horse care and socialization
- Facility and equipment maintenance

## PROFESSIONAL ORGANIZATIONS

- **American Educational Research Association**, *member*, Aug 2024 - present
- **Iota Theta Chapter of Kappa Delta Phi, International Honor Society in Education**, *member*, Jan 2024 – May 2025
- **Alpha Gamma Rho**, *member*, Aug 2022 – May 2025

## TECHNICAL SKILLS

- Microsoft Office Suite, Google Workplace Suite
- Operation of large farm equipment

## LANGUAGES

- **English:** Highly Proficient speaking and writing
- **Spanish:** Intermediate speaking

## **OTHER WORK EXPERIENCE** – *list in reverse order*

### **Vollman’s Family Farm**

Gustine, TX

#### *Cow Care Assistant*

Jul 2018 – Aug 2020

- Provide feed and basic care to dairy cows; note any signs of illness or injury for the on-site vet
- Muck and clean animal habitation with attention to sanitation for health of the animals and food safety for customers

## **REFERENCES**

### **Dr. Janet Hindman, Professor of Educational Leadership**

Department of Education

West Texas A&M University

(806) 651-2615

[jhindman@wtamu.edu](mailto:jhindman@wtamu.edu)

### **Dr. Lance Kieth, Associate Dean**

Paul Engler College of Agriculture and Natural Sciences

West Texas A&M University

(806) 651-2556

[lkieth@wtamu.edu](mailto:lkieth@wtamu.edu)

### **Peter Vollman, Herd Manager**

Vollman’s Family Farm

(970) 765-4321

[peter@vollman.com](mailto:peter@vollman.com)

# Personal Statement Content for Graduate Applications

## [Match Heading to CV]

ProfessionalEmail@server.com • (###) ###-#### • City, ST  
YourDigitalCV.com • linkedin.com/CustomPersonalID

Date of letter

Name of head of graduate program

Title of head of graduate program

Program college

Name of University

University Street Address

University City, State ZIP

Dear Dr./Mr./Ms. LAST NAME:

**1<sup>st</sup> PARAGRAPH** – Share why you are writing, the name of the college program and the university you are applying to. Explain why you are particularly interested in this university – read their mission, vision, and strategic plan to help. Make a one-sentence value proposition for why they want you for their program.

**MIDDLE PARAGRAPHS** – Personal statements are a story of your academic journey so far and goals for the next steps. Let your passion for your research and major shine through. I.e. share a story about how you found your interest in the subject or a specialty you are particularly interested in. Then, include paragraphs about education, practical experience, special interests, and career plans. Indicate any experience, educational background, or specialized training that might increase your chances and set you apart from other candidates. Explain anything unusual on your CV, i.e. career gaps or industry changes.

**LAST PARAGRAPH** – close with info on how you plan to follow up. Give an approximate period 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,

Signature

Your typed name

<p style="text-align: center;"><b>Questions?</b></p> <p style="text-align: center;">WTAMU Office of Career and Professional Development</p> <p style="text-align: center;">Classroom Center CC 113</p> <p style="text-align: center;">(806) 651-2345</p> <p style="text-align: center;"><a href="mailto:wtcareer@wtamu.edu">wtcareer@wtamu.edu</a></p>
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### General Tips –

- Write to someone in particular
- Make **zero** grammatical errors
- Personalize your content (mention the name of the university and program)
- Use professional format and present a good appearance (no smudges, running off edges, etc.)
- Target YOUR skills and experience as they apply to the program sought
- Define the next step

## Frances Feeny

MrFeeny@gmail.com • (806) 832-2437 • Bushland, TX  
linkedin.com/MrFeeny

October 31, 2024

Dr. Ray Barbosa, Jr.  
Educational Leadership M.Ed. Program Director  
College of Education and Social Science  
West Texas A&M University  
2501 4<sup>th</sup> Ave.  
Canyon, TX 79016

Dear Dr. Barbosa,

As a soon-to-be graduate of West Texas A&M University with a Bachelor of Science in Education, I am excited to apply for the Educational Leadership master's program. My academic journey, coupled with my diverse experiences in teaching, research, and community service, has solidified my passion for shaping the future of education through innovative leadership.

I was drawn to West Texas A&M University for my undergraduate because of the degree plan that allowed me to combine my passions for both agriculture and education. I was on a difficult track in middle school and early high school. I was raised by a single parent and found myself with a crowd that introduced me to alcohol and drugs. With the help of a caring teacher, I was able to go into a recovery program in 9<sup>th</sup> grade. This same teacher connected me to the 4-H program, where I learned so much about responsibility and leadership. The adult mentors and friendly competition offered me a chance to spend my time in productive ways. My life would not be the same without educators and 4-H. I want to be the adult who helps children going through difficult life transitions with unhealthy coping tools and helps other educators learn to step in when needed. All of the academic and professional steps I have taken are aimed with this goal in mind.

My background in agricultural education has given me a unique perspective on the intersection of practical skills and academic knowledge. As a clinical middle school teacher at Hereford Jr. High School, I witnessed firsthand the power of engaging, hands-on learning experiences. Incorporating agricultural history, biology, and agronomy into my lessons, I saw how connecting classroom content to real-world applications ignited students' curiosity and improved their engagement.

As a Supplemental Instructor at West Texas A&M University, I've had the opportunity to support college students in their academic journey, developing my skills in mentoring and content delivery. This experience, combined with my work as a Peer Leader Connect Coach, has given me valuable insights into the challenges faced by students at different educational levels and the importance of strong leadership in creating supportive learning environments.

My role as a McNair Scholar allowed me to delve deeper into educational research, focusing on the impact of agricultural work and 4-H participation on student success. This experience not only honed my analytical skills but also reinforced my belief in the importance of extracurricular activities and practical experiences in

shaping student outcomes. Presenting my findings at the McNair Scholar Symposium at UC Berkeley further fueled my passion for contributing to the field of educational research.

My involvement in various professional organizations, including the American Educational Research Association and Kappa Delta Phi, has exposed me to current trends and best practices in education. These experiences have broadened my perspective and reinforced my commitment to lifelong learning and professional development.

Looking ahead, I am eager to expand my knowledge of educational policy, administration, and leadership strategies through your program. I am particularly interested in exploring how innovative leadership can bridge the gap between traditional academic settings and the skills needed for success in the 21st-century workforce.

With my strong academic foundation, research experience, and passion for education, I am confident that I can contribute meaningfully to your program while preparing myself for a leadership role in education. I look forward to the opportunity to further discuss how my background and goals align with your program's mission.

Sincerely,

Frances Feeny