

# First and Last Name

Street Address  
City, State and Zip Code

Phone #  
E-Mail Address

---

**Objective** Must be added for internship seekers for MasterLaunch use. Something simple such as “Seeking Internship for Summer 2007” works fine. This statement is not necessary for full-time job seekers.

## Education

**Name of School**, Location (i.e. Texas A&M University, Mays Business School, College Station, TX) Grad Date  
Type of Degree (i.e. Master of Science in Marketing), GPA  
**Name of School for Undergrad Degree, Location** (i.e. Southern Methodist University, Dallas, TX) Grad Date  
Type of Degree and Discipline (i.e. Bachelor of Arts, International Studies), GPA

## Experience

**Name of Company and Location** Dates of Employment  
**Position Title**

- Use the right “tab” to set dates.
- Work experience listed under this heading should be relative to the position or type of work you are seeking. Look at the job description for the skills necessary. Think skill, not task.
- Each bullet listed should reflect what you did, how you did it, and the results of your efforts. Don’t just list the task.
- Do not list perfunctory work that is implied in every job (i.e. answered telephone, maintained files, etc.)
- Quantify results when possible or practical. Use numbers and/or percentages.
- Never use words such as responsible for, assisted, worked on, acted as a liaison, etc. They are passive. Think ACTION! See below for list of action verbs

**Class Projects** this section includes any academic projects in which you demonstrated skills such as presentation, analytical, problem solving, and negotiation to name a few. Many Master’s classes in Mays have class projects that are ideal for this section especially if they are working with an actual company in business.

**Work History** this section is used for past experiences not related to your future career. **Master’s students may or may not need this section on their resume.** You do not have to list bullets under this section. Just list the company name, location, dates of employment and title. This basically fills in date gaps on your resume.

## Leadership and Honors

- Bullets under this heading should highlight leadership and/or skill demonstration in extracurricular organizations and/or case competitions.
- Keep in mind that employers want to see items that are relative to the position or type of work for which you are being considered. Be careful not to just list organizations and clubs in which you are a member. Remember you are trying to market your value. How does membership in a club market your value unless you were of value to that organization?
- **Refrain from listing too many activities, memberships, or awards.** The purpose of a resume is to market what you can do. This is not a brag sheet. Just list a few of your top awards and/or scholarships. Never list the amount of money received.

## Memberships, Skills, Interests

- List an Association or two as well as a few hobbies. This shows that you do things outside of work and offers a conversation piece in the interview.
- Add software knowledge only if proficient except obvious ones such as MS Office (MIS students may have a separate section for technical skills)

**Work Authorization** Eligible for practical training in the US. *International Students must have this statement on the resume.*

## RESUME TIP:

- List the skills needed for the position you are seeking on a separate sheet then write out an example of when you successfully demonstrated that skill whether it be through work experience, a class project, or a leadership position in an organization.
- You may use up to one half inch margin on your **ONE PAGE** resume and down to 10 point font.
- Do not use resume templates such as in Microsoft Word, text boxes, graphics, and/or fancy fonts on a business resume.