**Sample Student**

806.555.1234, sample.student@gmail.com

**EDUCATION** (Do not include high school unless you graduated with distinction) (Education goes to the bottom of the resume 1 year AFTER Graduation)

Amarillo College, Amarillo, TX

**Associate of Science in Biology**, May 2018 (Put “Expected Graduation Date” then the date if degree is ongoing or not completed yet)

**Emphasis: (if applicable)**

GPA: (if 3.0 or higher)

**EXPERIENCE** (try to use only the most relevant information to the position you are applying to)

**Job Title of most recent position**, Date from – End Date (if still employed say Present)

Company Name, Company Location

* Use action verbs to start each bullet
* Try to use the same “key words” that the job description used
* If you are still at this job, use present tense verbs
* If it is a past tense job, use past tense verbs

**Job Title of next most recent position**, Date from – End Date

Company Name, Company Location

* Use 3-5 bullets per each company
* Action verb, detail out what you did
* Try to use the same “key words” that the job description used
* Have a career professional critique your resume upon completion

(Optional categories you can use on your resume)

**LANGUAGES** (optional)

Language – level of proficiency in reading, writing, and/or translation

**SKILLS** (optional)

Any computer, special software, or other skills specific to being successful in the job you are apply for

**ACTIVITIES & HONORS** (optional)

Any organizations, offices held, honors received

**COMMUNITY INVOLVEMENT** (optional)

Any volunteer experience you have done at outreach organizations, humanity organizations, religious organizations, etc.

If your resume goes to two pages, absolutely fine! Just make sure it is a page and at least a half of another page.

If you have questions, or are building a resume, check out our Resume Basics video on Youtube at this link: <https://www.youtube.com/watch?v=UvSYyXhVjaI>