

# Resume Packet



## Career Services

North Hall 130  
918-594-8404

Scott King  
Career Services Coordinator  
Scott.King@okstate.edu

Make an appointment at:

**HIRESUGRADS.com**  
OSU Career Services

# Header Examples

*Jane Cowgirl*

101 Pokes Dr. • Broken Arrow, OK 74013 • (918) 123-4567 • Jane.Cowgirl@okstate.edu

51 Championship Drive  
Owasso, OK 74055

**ART N. SCIENCE**

(918) 123-4567  
art.n.science@okstate.edu

**Manny Facture**

2004 Cowboy Dr. • Bixby, OK 74008  
(918) 123-4567 • Manny.Facture@okstate.edu

## **PISTOL PETE**

101 Campus Dr. • Tulsa, OK 74106 • (918) 123-4567 • Pistol.Pete@okstate.edu

## Basic Resume Rules

- Use 18-24 pt font for your name, 12-10 pt for sections headers, and no smaller than 10 pt everywhere else
- Resume should be ONE PAGE with margins size .7"-1" all the way around
- With exception to the font for your name, the rest of the document should use a consistent font
- Consistent formatting and alignments (for text, bullets and indents) are key to a well-organized document
- Well rounded resumes will include academics, job or internship experience, and involvement outside the classroom (this is very broad and can include a variety of examples)
- Prioritize sections headers from top to bottom, organizing information in reverse chronological order within each section (Most recent first, and then going backwards)
- Give related experience its own section in order to highlight this information
- Every bullet should begin with an action verb and should be written in current tense for current jobs and past tense for previous jobs
- White space between sections and jobs allows the document to be scanned easily
- Error free is must on final documents, print on resume paper when handing a resume to an employer
- Save your final resume as PDF and use that format for all uploads or emails so the formatting will not change
- Study abroad or international experience can be included in the education section as a bullet below your major. Include school name, location and date

## References Page

- References should be on a separate page, with a matching header from the resume and cover letter
- List 3-5 personal or professional references, prioritized by order
- Make sure you have asked to use them to be a positive reference before sharing their information

## **PISTOL PETE**

101 Campus Dr. • Tulsa, OK 74106 • (918) 123-4567 • Pistol.Pete@okstate.edu

### References

Name  
Job Title, Company Name  
Street Address  
City, state, zip  
Office phone number  
Email

# Your Name

Street Address • City, State Zip • Phone Number • E-mail

---

## EDUCATION (can include more than one school or degree if applicable)

---

### Bachelor of Science in Your Area of Study

Minor/Option/Thesis/Focus:

School Name, City, State

Graduation: Month Year

GPA: 3.0 or above

## CERTIFICATIONS/LICENSURES

---

List related certifications to job you're seeking

Expected: Month Year

## RELATED COURSEWORK/ ACADEMIC PROJECTS

---

- List 4-8 classes related to our major
- Describe projects (team or individual) that helped you build industry relevant skills and experience

## RELATED EXPERIENCE (Internships, job shadowing, research projects, GA positions or jobs)

---

### Job Title

Month Year – Present

Most Recent Employer Name, City, State

- List your proudest and most relevant accomplishment for this job and how well you performed it
- Provide details related to the type of projects, equipment or tasks you completed or utilized
- Name a skill perfected which is a transferable skill required for future jobs/internships

### Job Title

Month Year – Month Year

Next Most Recent Employer Name, City, State

- State a global summary of the scope of the job and add details about developed skills
- List an accomplishment which is relevant to the qualifications needed of the target job
- Describe your tasks, projects, and skills in as quantifiable of terms as possible, numbers help employers get the scope of your work

## ADDITIONAL EXPERIENCE (other jobs or positions that are not related to your area of study)

---

### Job Title

Month Year – Present

Most Recent Employer Name, City, State

- Add details describing the position and everyday tasks and how well you performed those tasks
- Include transferable skills that would be an asset in a position related to your major or career plans

### Job Title

Month Year – Month Year

Most Recent Employer Name, City, State

- Include information on teamwork, leadership, communication skills, or customer service experience
- Focus on skills that would be relevant in other positions or internships

## LEADERSHIP or CAMPUS INVOLVMENT

---

Job Title | Club or Organization name, Oklahoma State University

Month Year – Month Year

- List activities where leadership has been developed and be detailed about your responsibilities
- Include areas where you have served on committees or held offices

## PROFESSIONAL ORGANIZATIONS (List organizations directly related to your major or career path)

---

Organization name (include bullets with details if space allows)

Month Year – Month Year

Organization name (include bullets with details if space allows)

Month Year – Month Year

## COMMUNITY ENGAGEMENT or VOLUNTEER EXPERIENCE

---

Volunteer Activities (include bullets with details if space allows)

Month Year – Month Year

Community Organization Involvement (include bullets with details if space allows)

Month Year – Month Year

## TECHNICAL SKILLS OR LANGUAGE PROFICIENCY (if applicable)

---

List languages & level of proficiency in oral & written

If relevant include lists of programs, equipment, systems, software or technical skills in which you have proficiency

## HONORS & AWARDS (no dates or details, one or two columns to save space)

---

Honor Societies

Scholarships Received

Honor Rolls (President's or Dean's)

School & Work Related Awards

# Action Verbs

## Interpersonal Skills

Accommodated	Contributed	Moderates	Reconciles
Adjusted	Cooperated	Modified	Related
Advised	Counseled	Motivated	Requested
Agreed	Facilitated	Negotiated	Respected
Arranged	Guided	Personalized	Served
Assisted	Influenced	Persuaded	Sold
Consulted	Mediated	Provided	Taught

## Leadership Skills

Administered	Delegated	Governed	Required
Allocated	Designated	Hired	Selected
Appointed	Directed	Led	Settled
Approved	Disapproved	Managed	Signed
Assigned	Discharged	Oversaw	Specified
Authorized	Encouraged	Presided	Sponsored
Awarded	Enforced	Recommended	Stipulated
Conducted	Evaluated	Regulated	Supervised

## Helping Skills

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

## Creative Skills

Acted	Developed	Initiated	Planned
Adapted	Directed	instituted	Proposed
Authored	Established	Integrated	Researched
Composed	Estimated	Introduced	Revised
Conceptualized	Fashioned	Invented	Revitalized
Created	Forecasted	Investigated	Set Up
Conceived	Formulated	Modified	Shaped
Customized	Founded	Originated	Solved
Designed	Illustrated	Performed	Studied

## Financial Skills

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marketed	Researched
Audited	Developed	Planned	

## Organization Skills

Arranged	Budgeted	Calculated	Planned	Reorganized
Analyzed	Coordinated		Prepared	Scheduled
Assembled	Organized		Recorded	

# Action Verbs

## Management Skills

Administered	Delegated	Improved	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Increased	Planned	Supervised

## Clerical or Detail Skills

Approved	Distributed	Prepared	Set Up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Systematized
Charted	Implemented	Recorded	Tabulated
Classified	Inspected	Retrieved	Updated
Coded	Maintained	Reviewed	Validated
Collected	Monitored	Routed	Verified
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

## Research Skills

Analyzed	Interpreted	Adapted	Maintained
Clarified	Interviewed	Applied	Operated
Collected	Investigated	Assembled	Overhauled
Compared	Located	Built	Programmed
Conducted	Organized	Calculated	Remodeled
Critiqued	Researched	Computed	Repaired
Diagnosed	Reviewed	Designed	Replaced
Evaluated	Solved	Developed	Solved
Examined	Summarized	Devised	Standardized
Gathered	Surveyed	Engineered	Studied
Extracted	Systematized	Fabricated	Upgraded
Identified	Tested	Installed	Utilized

## Communication Skills

Addressed	Corresponded	Interpreted	Recruited
Advertised	Directed	Lectured	Redirected
Authored	Discussed	Mediated	Referred
Called	Drafted	Moderated	Related
Circulated	Edited	Negotiated	Represented
Coached	Elicited	Oriented	Resolved
Collaborated	Emphasized	Persuaded	Showed
Communicated	Explained	Presented	Spoke
Composed	Formulated	Promoted	Translated
Conferred	Influenced	Publicized	Transmitted
Contacted	Informed	Recommended	Tutored
Convinced	Instructed	Reconciled	Wrote

# PISTOL PETE

1234 UNIVERSITY WAY • TULSA, OK 74106 • (918)123-4567 • PISTOL.PETE@OKSTATE.EDU

## QUALIFICATION HIGHLIGHTS

---

- Three years experience in the banking industry including mortgage lending and underwriting
- Meticulously process confidential information in high liability investments
- Specialized coursework including Investments, Real Estate Investments, Financial Markets and Institutions, Financial Management, Banking Strategies and Policies and Portfolio Management

## EDUCATION

---

### **Bachelor of Science in Business Administration**

**Expected May 2016**

Major: Finance      Minor: Accounting

GPA: 3.65

Oklahoma State University-Tulsa

## RELEVANT EXPERIENCE

---

### **Family Credit Union, Tulsa, OK**

**December 2010-Present**

### **Mortgage Lending and Underwriting Internship**

**May 2015-August 2015**

- Collected and verified financial documents required for the mortgage underwriting process for properties totaling over \$6 million
- Provided excellent customer service, as noted by my customers, while answering questions about the mortgage lending process
- Helped mortgage underwriter prepare final mortgage contract documents

### **Bank Teller**

**August 2015-Present**

**December 2010-April 2015**

- Processed deposits, bank transactions and marketed credit union products to account holders
- Managed bank drawer and balanced transactions to make sure all numbers matched up at the end of the business day
- Provided excellent guest service to account holders and answered questions

## OTHER EXPERIENCE

---

### **Angel Clinic, Tulsa, OK**

**July 2007-November 2010**

Receptionist

- Answered multiline telephone and scheduled appointments for physicians
- Kept detailed patient records and organized file room
- Provided exceptional customer service to patients while following HIPPA

## ADDITIONAL INFORMATION

---

- Member of the American Finance Association (AFA), the Association for Financial Professionals (AFP) and the National Association of Insurance and Financial Advisors-Oklahoma (NAIFA-Oklahoma)
- Oklahoma State University Honor Scholar
- Vice President of the African American Student Association (AASA) OSU-Tulsa chapter

## EXTRA-CURRICULAR ACTIVITIES

---

- Participant in United Way's Day of Service
- Accomplished cellist, selected to play in Tulsa Community College's Symphony Orchestra

# JOSEPH SPEARS

(918)012-3456  
joseph.spears@okstate.edu

LinkedIn.com/in/josephspears

1234 University Way  
Tulsa, OK 74106

## SUMMARY OF QUALIFICATIONS

- Natural leadership and management abilities as demonstrated through my leadership positions in Phi Theta Kappa and the OSU-Tulsa Entrepreneurship Club by growing membership and increasing student retention in both chapters by over 10%.
- Ability to identify, test and implement best practices as evident in my internship project.
- Strong interpersonal and negotiation skills honed through my education and former work experience give me the ability to excel in any business setting.
- Increased attendance at my internship event by 6% from the previous year by using my creative thought process and exceptional marketing abilities on promotional materials.

## EDUCATION

**Bachelor of Science in Business Administration**  
Double Major in Management and Marketing  
Oklahoma State University-Tulsa

**Expected May 2016**  
GPA 3.25

**Associate of Science in Business Administration**  
Tulsa Community College

**May 2013**

## STUDY ABROAD EXPERIENCE

**Crisis in Europe**

**Barcelona, Spain**

**March 2015**

- European Union membership impacts in Spain and how Spain has been impacted by current the economic crisis

## EMPLOYMENT HISTORY

**Marketing Intern**

**PennWell**

**May 2015-August 2015**

- Assisted in the creation of promotional materials for annual "Energy Independence" event held by PennWell in early July 2014.
- Helped manage and direct outside vendors at "Energy Independence" event during set-up and take down of the event.
- Learned marketing techniques and management principles that will be useful to any organization.

**Night Assistant**

**QuikTrip**

**July 2013-Present**

- Manage staff by providing feedback and coaching on evening shifts at QuikTrip stores and model proper customer service techniques by leading by example.
- Assist Store Manager with bookkeeping and timecard processing.
- Demonstrate the excellent customer service that is expected at QuikTrip and always exceed goals on store evaluations.

**QuikTrip Associate**

**QuikTrip**

**June 2011-June 2013**

- Provided excellent customer service by assisting customers with purchases and issues at gas pumps.
- Expedited store cleanliness while focusing on customer support each shift.

## CAMPUS LEADERSHIP ACTIVITIES

- President - Phi Theta Kappa August 2014-May 2015
- Reporter - OSU-Tulsa Entrepreneurship Club August 2014-May 2015
- Secretary - Phi Theta Kappa August 2013-May 2014

---

# MANNY FACTURE

---

100 University Way | Tulsa, OK 74106 | (918)123-4567 | manny.facture@okstate.edu |  
LinkedIn: linkedin.com/pub/Manny-Facture

## EDUCATION

**Bachelor of Science in Mechanical Engineering** **Anticipated May 2017**  
Oklahoma State University GPA: 3.70

## RELEVANT EXPERIENCE

**Engineering Intern** **Summer 2015**  
Helmerich Research Center Tulsa, OK

- Conducted measurement and instrumentation tests for corporate research projects
- Assisted with CAD drawings using SolidWorks and Mastercam
- Manufactured and assembled fixtures and components on test units

## EDUCATIONAL EXPERIENCE

**Human Powered Vehicle** **Spring 2015**  
Senior Design Engineer/Production Supervisor

- Compiled specifications for ASME Human Powered Vehicle Project
- Conducted research to determine design alternatives
- Acted as project manager responsible for allocation and requisition of resources
- Manufactured and assembled designed components, tooling and fixtures

**Teaching Assistant** **Spring 2015**  
Manufacturing Processes Lab

- Assist instructor with lab activities such as aluminum casing and metrology
- Responsible for ensuring safety protocols are followed
- Designed and executed a lesson plan for welding processes

**Student Design Engineer** **Fall 2014**  
Mechanical Design and Machining Technology

- Followed design process from formulation of problem statement to creation of detailed part drawings using SolidWorks design package
- Designed an actual functioning drill press vice
- Manufactured and validated drill press vice and soft blow hammer
- Compiled written report, complete with detailed part drawings and user manual, to meet instructor's approval

## RELEVANT COURSEWORK

HVAC I & II, Fluid Mechanics, Applied Heat Transfer, Thermodynamics, Thermal processes, Mechanics, Design of Machinery, Computer Aided Engineering Tools, Measurement and Instrumentation, Manufacturing Processes, Design for Manufacturing & Tooling

## LEADERSHIP

**Secretary, ASME Student Chapter**  
August 2014-May 2015

## ACTIVITIES & HONORS

**Volunteer: Tulsa Children's Museum, Discovery Lab**  
August 2013-Present

- Help teach children about engineering principles through hands on activities in the Discovery Lab

**Volunteer: Engineering Design Challenge**  
February 2015

- Assisted middle school children with construction of foam boats



---

# MARY POPPINS

1234 Practically Perfect Way, Tulsa, OK 74106 • (918)123-4567 • Mary.Poppins@okstate.edu

---

## **EDUCATION**

### **Bachelor of Science in Elementary Education**

Oklahoma State University-Tulsa

**May 2015**

GPA: 3.85

### **Oklahoma State Teaching Certificate**

Subject area: Elementary Education

**May 2015**

## **TEACHING EXPERIENCE**

---

### **Student Teaching Internship**

Cedar Creek Elementary School, Tulsa, OK

**Spring 2015**

- Created lesson plans in reading, writing, mathematics and history for 1<sup>st</sup> grade students
- Participated in parent-teacher conferences and meetings for special needs students
- Kept student attention via classroom attention models learned during educational training

### **Clinical Experience II**

Country Lane Elementary School, Broken Arrow, OK

**Fall 2014**

- Taught a unit on United States History to 4<sup>th</sup> grade students
- Modified lessons plans as necessary to help students retain and understand the content in a more efficient way
- Tutored 3<sup>rd</sup> grade students who mid-year had not passed the standardized exam to allow them to advance to 4<sup>th</sup> grade

### **Elementary School Observation**

Barnes Elementary School, Owasso, OK

**Spring 2014**

- Planned games and activities for kindergartners to help teach basic addition and subtraction
- Helped lead reading time daily
- Utilized classroom management techniques to help keep the children's attention

### **Clinical Experience I**

Bixby Elementary School, Bixby, OK

**Fall 2013**

- Helped teacher design classroom to maximize student success and to create a complementary learning environment
- Created attendance rosters for teacher and assisted in lesson plan development for 2<sup>nd</sup> grade students
- Helped with preparations for the beginning of the school year

## **COMMUNITY SERVICE**

### **Big Sister**

Big Brothers/Big Sisters

**August 2014-Present**

- Mentoring a 10 year old with physical disabilities

### **Camp Volunteer**

**May 2013-July 2014**

- Led sessions with participants on team work and creativity while building relationships with the girls

# Art N. Science

1234 University Way, Tulsa, OK 74106  
(918)123-4567 • art.n.science@okstate.edu

## PROFILE

- Strong critical thinking, research and analysis abilities demonstrated throughout undergraduate coursework
- Demonstrated exceptional interpersonal skills and supportive disposition through volunteer work with Domestic Violence Intervention Services (DVIS) in Tulsa, OK
- Talented writer and editor shown through student portfolio of papers and projects (examples available upon request)

## EDUCATION

### Bachelor of Arts in Liberal Studies

Expected May 2016

Emphases in Psychology, Sociology and English  
Oklahoma State University

### Associate of Arts in Sociology

May 2014

### Associate in Arts in Psychology

May 2014

Tulsa Community College

GPA: 3.9

## INTERNSHIP

### Editorial Intern

Qineqt

May 2015-August 2015

- Reviewed articles for 3 Finance related webpages
- Utilized critical thinking, analysis and strong writing skills as evident by my manager's feedback
- Designed website text based on the impact it has on marketing information online

## WORK EXPERIENCE

### Work-Study Employee

Student Academic Services, OSU-Tulsa

August 2014-Present

- Processed files consistently and accurately while protecting confidential information
- Worked on projects as requested by Student Services Director supporting Financial Aid and Academic Advising offices
- Facilitated the Engineering Design Challenge which involved hosting 120 middle school and high school students participating in an engineering competition

### Sales Associate

XYZ Retail

June 2011-August 2014

- Put product out on sales floor and cleaned up sales floor (folding, shifting, moving product back to where it belongs) during each shift
- Provided great customer service as noted by my supervisors and acted as store operator when required due to my ability to work hard and create a positive experience for customers
- Acted as a back-up cashier when required to facilitate everything running smoothly and efficiently in the store

## COMMUNITY INVOLVEMENT AND ACTIVITIES

- Volunteer at Domestic Violence Intervention Services (DVIS)
- Member of OSU-Tulsa's Educational Psychology Student Society (EPS2)
  - Promoted mental health for students during finals week