

First. Middle Initial. Last Name

1010 TSTC Drive
Waco, TX 76705

254-555-0123
your.name@youremail.com

Summary of Qualifications

- [Upcoming graduate of TSTC with an AAS in (Use full/correct name of your program here)]
- [Talk about your skill set relating to your program, be sure to use industry recognized keywords]
- [List any relevant experience or major projects you may have worked on which highlight skills]
- [List any academic/professional memberships or honors relating to school and/or work]
- [**Be sure to complete your resume first, then build a "Summary" of your best "Qualifications"**]

Education

Associate of Applied Science in (Use full/correct name of your program here) (Semester/Year)
Texas State Technical College (TSTC), Waco, TX

Technical Skills

- [List skills related to the field of work you're entering]
- [Stick to using short keywords versus long sentences]
- [Include names of classes you completed in your program]
- [Don't include General Education courses]
- [Include names of software/special equipment used]
- [Certifications can be listed here as well]
- [Be sure to use industry terminology/keywords]

Relevant Experience

Name of Project Completed (Semester/Year)

- [Describe project using industry recognized keywords in two bullets]
- [This is designed to show how you've applied the skills learned above]

Name of Project Completed (Semester/Year)

- [Describe project using industry recognized keywords in two bullets]
- [This is designed to show how you've applied the skills learned above]

Work History

Your most recent job title (Year-year/or Present)
Company Name, City, State

- [Describe your accomplishments and/or daily responsibilities at this position]
- [Use action verbs ("Organized, Coordinated") to show how you contributed]

Your previous job title (Year-year)
Company Name, City, State

- [Describe your accomplishments and/or daily responsibilities at this position]
- [Use action verbs ("Organized, Coordinated") to show how you contributed]

Awards & Affiliations

[List the names of any activities/memberships related to your program, or offices held in these organizations]
[Examples include: Phi Theta Kappa Honor Society, President's List, BET Club, Residence Council, etc.]

Other useful tips: Use 10 to 12 font size, use common fonts, keep the resume to one page, print your resume on quality/bond paper, tailor each resume to the job you apply for, and **DON'T FORGET TO SPELLCHECK AND PROOFREAD!**