

First Name Last Name in 18 point bold font

Phone number with area code (be sure to set up voicemail)

Email address that is a not a TAMUK email, but still professional

This section is a summary of qualifications – No bullets needed. Simply list 5-7 unique skills and abilities you possess that are related to the position you are applying to. *Samples Customer service experience, public speaking, proficient in marketing, strong analytical skills, etc.*

EDUCATION

Official title of degree

Month and Year of Graduation Date

(confirm with University, needs to match your transcript)

Minor (if applicable)

Overall GPA (avoid listing only GPA for major coursework) List if 3.0 or higher