

Resume Packet

Arts, Social Sciences, Communications

Basic Resume Rules

- Use a blank word document to control spacing and formatting, **do not use templates or tables**
- Resume should be ONE PAGE ONLY with margins size .7" - 1" all the way around
- Font sizes: 18-24 pt for name, 12-11 pt for sections headers, and no smaller than 10 pt for content
- With exception for the font for your name which can be unique and have a creative component, the rest of the document should use a consistent font
- Use consistent formatting and alignments for text, bullets and indents
- 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)
- Objectives are likely not necessary, a Summary or Profile section is optional
- High school information can be removed once you have received a college GPA
- Only list your GPA if it 3.0 or higher
- Prioritize sections from top to bottom that are most relevant to the position you seek
- Organize information in reverse chronological order within each section
- Give related experience its own section in order to highlight this information
- Bullets should be used to provide details and descriptions – remove pronouns and begin with action verbs, try to limit these to a single line each (instead of paragraphs)
- Action verbs should be written in current tense for current jobs and past tense for previous jobs
- Incorporate white space between sections and positions so the document can be scanned easily
- Broad sections like “Skills” are not effective – instead incorporate this information into bullets and add to specific jobs/internships or involvement descriptions
- No need to include “References available upon request” – this is a given to employers
- Honor roll or scholarships can be included if space allows
- Final documents must be error free and printed on resume paper when handed to an employer
- Save your final resume in PDF format to use for uploads, emails or electronic sharing to avoid any changes in appearance, formatting or length
- Save and store a word doc electronic version in order to make future updates or additions
- Use the included examples to get ideas, then determine the best options for organizing your experiences from an individual perspective that focuses on your industry and career goals

Oklahoma State University

Chelsey Armstrong

Coordinator, Arts & Science Career Services

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Header Examples

101 Campus Dr. • Stillwater, OK 74078 • (405) 123-4567 • pistol.pete@okstate.edu • www.linkedinprofile.com

101 Campus Drive
Stillwater, OK 74078

PISTOL PETE

(405) 123-4567
pistol.pete@okstate.edu

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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
- Individually request contacts will be positive references and confirm contact information before sharing
- Do not use personal information or home addresses, this should be work or professional contact information

Pistol Pete

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References

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

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

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 • www.linkedinprofile.com

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

School Name, City, State

Graduation: Month Year

Bachelor of Science or Art in Your Area of Study

GPA: 3.0 or

above

Minor/Option/Thesis/Focus:

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
- 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

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
- 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

Education

Bachelor of Science; Communication Sciences and Disorders

Graduation: May 2017

Minor: Child Development

GPA: 3.89

Oklahoma State University

Stillwater, OK

License & Certification

American Red Cross CPR/First Aid Certification

Expires: June 2017

Therapy Experience

Habilitation Training Specialist

May 2015- Present

Department of Human Services

Oklahoma City, OK

- Provide at-home speech therapy to ten year old boy with Autism
- Reinforce behaviors taught by occupational therapist and assist in daily communication
- Prepare and submit weekly progress reports that track speech techniques and effectiveness of therapy

Administrative Assistant

August 2013- December 2014

Stillwater Speech & Language Services

Stillwater, OK

- Observed and assisted in clinic (40+ hours)
- Entrusted with accurately making client files up to date and reorganized office online client system
- Contacted potential clients and recorded information; scheduled meetings and assessments

Research Experience

Research Assistant

January 2016- May 2016

Oklahoma State University

Stillwater, OK

- Assessed grammar in monolingual and bilingual children ages three through five years
- Contacted 15 region schools to solicit participation and identify children for the study
- Recorded data from 200 participants and handled paperwork related to client participation

Education Experience

Tutor

August 2014- May 2016

Skyline Elementary School

Stillwater, OK

- Tutored children in 1st-4th grade in math and reading
- Aided teachers in preparing for the school day including making worksheets, lesson plans and crafts

Assistant Teacher

May 2014- August 2014

New Horizons Daycare

Edmond, OK

- Assisted Kindergarten teacher with daily language skills program including singing, reading and story time
- Developed activities to enhance children's learning while incorporating play and fun into teaching

Leadership

National Student Speech-Language Hearing Association: Webmaster

August 2015- Present

- Update website with member directory, semester schedule of meeting and other information
- Organize educational programs including organizing tours of speech therapy locations

Hall Government: Community President for Drummond 7

August 2015 – May 2016

- Developed and implemented 3-6 programs each semester about health, diversity, and community service

Honors

- Phi Kappa Phi
- National Society of Collegiate Scholars
- Dean's Honor Roll
- President's Honor Roll

EDUCATION

Bachelor of Science, Sports Media

Oklahoma State University, Stillwater, Oklahoma

Expected: May 2017

GPA: 3.3

COMMUNICATIONS EXPERIENCE

Producer, OSU KXZY Radio- Stillwater, Oklahoma

January 2016-Current

- Create scripts pertaining to OSU sports and produced spots in an OSU studio
- Edit media content on Pro Tools software

Intern, College of Arts & Sciences Media Relations- Stillwater, Oklahoma

August 2015- May 2016

- Create and edit video clips pertaining to the OSU College of Arts & Sciences
- Videographer for OStateTV

Intern, CBS Radio Internship-Dallas, Texas

May 2015- August 2015

- Promoted events through various media such as mobile billboards
- Communication with company leadership on a daily basis
- Interacted with the public in a professional manner

BUSINESS EXPERIENCE

Cowboy Caller, OSU Foundation- Stillwater, Oklahoma

August 2014-May 2015

- Update any alumni information and keep the alumni connected with university news
- Raise funds for the Greater University Fund

Administrative Assistant, Farmers Insurance- Stillwater, Oklahoma

May 2013-January 2014

- Provided quotes to prospective clients and managed payments for insurance policies

ACADEMIC PROJECTS

Online Portfolio

December 2015

- Utilize Wordpress and branding strategies to create comprehensive online presence
- Developed an understanding of consistency in messaging among all self-marketing materials

News Broadcast

May 2015

- Collaborate with team to delegate responsibilities including camera work, copy editing, and sound and video editing
- Oversaw the development of the script and assisted with the editing of the final product

LEADERSHIP EXPERIENCE

Vice President, Sports Media Club

September 2015-Current

- Write articles for upcoming promotions and sports events on campus

Member, National Broadcast Society

January 2014-Current

- Network with students and professionals to gain insight into the broadcasting industry

Member, Oklahoma State University Women's Track and Field

August 2013-Current

- Develop time-management skills in order to balance full academic workload and team practice and travel schedules

RELATED SKILLS

- AP Writing Style
- Final Cut Pro
- Pro Tools
- Adobe Photoshop
- Windows Movie Maker
- Google Docs
- Audacity
- Garage Band

RELATED COURSEWORK

- Reporting
- Audio/Video Production
- Electronic Communications
- Media Style and Structure
- Sports and the Media
- Media and Society

Pistol Pete

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Education

Bachelor of Science, Political Science/Pre-Law
Oklahoma State University, Stillwater, Oklahoma
Minor: Economics

Graduation: May 2017
GPA: 3.4

Associate of Science
Murray State College, Tishomingo, Oklahoma

Graduation: May 2015
GPA: 3.6

Political Experience

Grassroots Volunteer

July 2015-Present

Charles McCall for State House 22, Tishomingo, OK

- Organize community events within the 22nd Oklahoma House District to educate citizens on the issues within the district
- Communicate why this candidate is the most qualified for resolving these problems to local voters
- Contact potential voters via phone and social media within the district to educate voters on issues within the counties

Assistant Grassroots Coordinator

January 2015-July 2015

George Faught for U.S. Congress, Muskogee, OK

- Collaborated in the organizing of grassroots campaign effort for 13 of 25 counties in the 2nd Congressional District by gathering and tabulating organized data from potential voters, and developing neighborhood-walking plans to promote our candidates platform
- Coordinated events in an effort to fundraise for campaign, promote our candidates efforts, and organize volunteers

Treasurer/District Committeeman

January 2014-January 2014

Johnston County Republican Party, Tishomingo, OK

- Audited and budgeted funds for the Johnston County Republican Party, and quarterly reports to the Oklahoma Ethics Commission
- Attended quarterly meeting to advocate for the 2nd Congressional District of Oklahoma representing Johnston County

Additional Experience

Student Worker

August 2014- January 2015

Murray State College Mail and Duplication, Tishomingo, Oklahoma

- Gathered and collected mail to disperse to all employee of the college
- Managed the switchboard while communicating with administration, faculty, staff, students, and potential students

Summer Intern

May 2013-July 2014

Johnston County OSU Extension, Tishomingo, Oklahoma

- Planned, developed, and taught workshops to students from ages 9-19 in building life skills
- Administered, advised and oversaw the actions of teen leaders during the 4-H summer camp

Student Leadership

Oklahoma State University Student Government Association

January 2014- Present

- Communicate with college president and committee to review new policies and discuss issues as University Committee member
- Appointed Liaison for the Oklahoma Regents of Higher Education due to professional communication and presentation skills
- Collected ideas and created task forces of students and faculty to address issues as member of the Public Affairs Committee

President | Murray State College Student Government Association

December 2012-January 2014

- Acted as a liaison between students, administration, faculty, staff, and board of regent members on both Tishomingo and Ardmore Murray State College campuses by meeting with individuals within this criterion daily to accommodate the needs of each
- Developed an organizational chart and strategic plan of action to encourage continual growth and development of the program
- Mediated for the cities of Tishomingo and Ardmore to promote economic development to accommodate college community needs

Campus Involvement

Nationally Recognized Fraternity | Pledge Class Secretary, Co-Philanthropy Chair & Budget Committee

August 2014-Present

Toastmaster International | Member

July 2013-Present

CASNR Student Council | SGA Senator

January 2014- December 2014

Collegiate FFA | Reporter

August 2014-May 2014