Professional Resume Tips:

**(Use the XYZ Resume Format for bullet points)**  What you've accomplished (X) + the qualitative results (Y) + the skills or experience you utilized to achieve the outcome (Z).

* *X is in red ,Y is in green, Z is in blue*

*Example: Negotiated reduction in costs to perform post-delivery support by 40% ($900k) with XYZ by designing and using results from an online auction of multiple vendors.*

**Resume Template**

**NAME**

City, State Most Used Phone Number  
Email address LinkedIn Profile

**OBJECTIVE**

Seeking a … position in the field of ….

**EDUCATION**

**Texas A&M University,** Commerce, Texas Graduation Month Year

Degree (ex: Bachelor of Arts) in Major

GPR:

**EXPERIENCE**

*Begin with most recent experience or most relevant.*

**Organization Name,** City, State Month Year – Month Year

*Job Title*

* Action Verb statement of most relevant or important duties, quantify when possible
* Action Verb statement of most relevant or important duties, quantify when possible
* Use fewer or additional bullets as needed to best describe your experience

**Organization Name,** City, State Month Year – Month Year

*Job Title*

* Action Verb statement of most relevant or important duties, quantify when possible
* Action Verb statement of most relevant or important duties, quantify when possible
* Use fewer or additional bullets as needed to best describe your experience

**Organization Name,** City, State Month Year – Month Year

*Job Title*

* Action Verb statement of most relevant or important duties, quantify when possible
* Action Verb statement of most relevant or important duties, quantify when possible

**ACTIVITIES**

*Begin with most recent or that organization with the greatest level of leadership.*

**Name of Organization** Month Year – Month Year

*Position Held*

* Action Verb statement of most relevant or important activities, quantify when possible
* Use fewer or additional bullets as needed to best describe your experience possible

**Name of Organization** Month Year – Month Year

*Position Held*

* Action Verb statement of most relevant or important activities, quantify when possible

**SERVICE**

**Name of Organization** Month Year – Month Year

* Criteria for selection or activities

**SKILLS**

Advanced knowledge of ….

Also Familiar with……….