



# Sample Resume Framework

## Ready Reference ♦ E-8

College of Engineering, Architecture & Technology ♦ Career Services

Here is a simple model to help in developing your resume. Remember, there are many different resume formats.

### NAME

E-mail address

Local Address  
City, State Zip  
Phone

Permanent Address  
City, State Zip  
Phone

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**OBJECTIVE** Name the position you are seeking

**EDUCATION** Bachelor of Science in area of study, expected month, year  
School Name, City, State  
GPA:

**EXPERIENCE** Your job title month, year – month, year  
Most recent Organization Name, City, State

- List your proudest accomplishment for this job
- Give another accomplishment related to the targeted qualifications.
- Give another accomplishment. Be sure to quantify if possible.

Job title month, year – month, year  
Next most recent Organization Name, City, State

- Proudest accomplishment
- Another accomplishment
- Another accomplishment

**SKILLS** List any skills required for your occupation  
You might list computer skills  
Any certifications

**ACTIVITIES** List activities showing leadership  
Professional organizations  
Work-related activities  
Honor societies, honor rolls  
Volunteer & community service

Oklahoma State University  
College of Engineering, Architecture & Technology  
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405.744.3920 ♦ cathy.southwick@okstate.edu  
www.hireOSUgrads.com