



THE WRITING CENTER

DALLAS BAPTIST UNIVERSITY

A D. Ult (Adult Résumé)

[^]Can be larger or different font

DBU Box 1111, 3000 Mountain Creek Pkwy • Dallas, TX, 75211 • 214-333-5474 • ad.ult@gmail.com¹

Education

Dallas Baptist University, Dallas, TX

B.A. in Major, Minor in (Insert field, if relevant)

Month Year Started- Month Year of Graduation
(If 4.0 or higher only) **GPA: 4.0**

Relevant Experience²

Position at Most Recent/ Most Relevant Job

Company Name

Month Year-Month Year
City, State

- Strong action verb (present tense for current jobs, past for past jobs), followed by skill/experience
- Collaborated with a group on an employee-friendly new management plan
- Uploaded documents to the company Intranet daily

Position at Next Most Recent/Most Relevant Job

Company Name

Month Year-Month Year
City, State

- Strong action verb (present tense for current jobs, past for past jobs), followed by skill/experience
- Strong action verb (present tense for current jobs, past for past jobs), followed by skill/experience
- Strong action verb (present tense for current jobs, past for past jobs), followed by skill/experience

Additional Experience³

Position at Other Job (Not Obviously Relevant)

Company Name

Month Year-Month Year
City, State

- Strong action word followed by action for skills/experiences that are not obviously relevant but might apply in some way; for example, learning diligence, critical thinking, etc.

Skills: Proficient in Microsoft Word, Publisher, PowerPoint, Outlook, Facebook, Twitter, Pinterest, Instagram, Adobe Suite (Photoshop, Illustrator, InDesign), any other skills

Awards and Honors

Smart Student Honor Society

Reward/Honor Relevant for This Job

An Award I Won for My Academic Excellence

References provided upon request.

¹ Highlighted lines are examples

² Use as many jobs, and points under each job, as you want, as long as they are relevant to the job for which you are applying. You may include classes if they provided unique and relevant experiences that you have only gotten in the classroom; for example, if you have not worked with graphic design except in the classroom, and it is relevant to the job, include your graphic design class under relevant experience. You may delete spaces between jobs as necessary if they will not fit on one page; just be consistent and maintain readability.

³ Use this to include jobs that are not obviously relevant/in the field of the job for which you are applying, but at which you worked for a long time or at which you gained valuable skills. For example, if you learned to think critically at an irrelevant job, make that clear. Tailor the resume for the job for which you are applying, and be creative!