



DALLAS BAPTIST UNIVERSITY

Sample Student Résumé

Stu Dent

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Education

University of Epic Amazingness
Bachelor of Arts in Amazingness, Minor in English

Dallas, TX
May 2019 (anticipated)

Work Experience

(Company and Location)
(Position Title¹)

(Start Date – “Present”/End Date)

- Monitor... (yada yada yada)
- Illustrate... (yada yada yada)
- Deliver... (yada yada yada)

Channel 5 News – Kissimmee, FL
Technology Operations Intern

May 2012 - June 2013

- Trained incoming associates
- Collaborated with various teams

Pumpkin Fest – Columbus, OH
Director of Pumpkin Quality Control

Dec. 2010 – April 2012

- Analyzed pumpkin density
- Consolidated inventory
- Assisted customers

Skills/Volunteer Work/Certifications (choose whichever applies)

Volunteer Pilot for CIA
Habitat for Humanity

Jan. 2006
Feb. 2007

(Note: no dates are necessary for skills or certifications)

¹ Briefly outline **responsibilities** in each job. It is best to use **past** tense verbs for past jobs and **present** tense verbs for present jobs. Keep descriptions short and to-the-point. If possible, use a different action verb for each responsibility (see the UWC’s “Action Verbs” handout).