

# BOB SCHIEFFER COLLEGE OF COMMUNICATION RESUME GUIDE



STUDENT  
AFFAIRS

Center for Career &  
Professional Development

## What is a Résumé?

- A sample of your written communication skills
- The best possible representation of your professional self that reflects your personal education, experience, skills, and qualifications
- Each resume is UNIQUE, just like you! While there are standard best practices for formatting and content, each resume should reflect your professional self and should never be copied from someone else's experiences

## Where Do I Start?

One way to begin your resume is to list everything you have done since your first day of college. You will find that you have more relevant experiences than you think. Next, categorize your experiences and other pertinent information into the following sections: contact information, education, experience, and other headings.

Once you have put your resume together, **schedule an appointment with your Career Consultant through Handshake by clicking Career Center -> Appointments** to ensure that your resume is most reflective for the opportunity you are applying for.

## Résumé Components

*\*Please note that sections may vary by your discipline. When in doubt, always check with your consultant about which sections may be most applicable to you. \**

### CONTACT INFORMATION (Required)

The top of the resume identifies your name, mailing address, phone number, email address, and customized LinkedIn URL. Click [here to learn how to customize URL](#).

### EDUCATION (Required)

It is important to include the following:

- 1) All institutions of higher education you have earned degrees from and current institution, including majors, minors, and concentrations.
- 2) Grade Point Average, if above 3.0 on a 4.0 scale. Major GPA can be included if it is better than your cumulative—just be certain to label it as Major GPA.

### EXPERIENCE (Required)

Provide bulleted statements that communicate how your experiences, abilities, and skills relate to the targeted position and the organization's needs. Experience can include internships, volunteer work, course projects, research, job shadowing, and student teaching. It includes both paid and unpaid experiences.

Each bulleted statement should be composed of:

action verb + what you did + result/achievement/accomplishment

### ADDITIONAL HEADINGS

Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose headings that are descriptive of the material that follows them. Examples include:

- Skills (Technical & Language)
- Honors
- Professional Associations
- Publications
- Research
- Relevant Coursework
- Leadership
- Course Projects

## Things To Avoid

- Personal information such as age, marital status, pictures, or hobbies unrelated to the job
- Do **not** include high school information past freshman year of college. Employers are more interested in your college experiences.
- Avoid complete sentences and personal pronouns (I, me, mine, etc.).

## Frequently Asked Questions

### *Is it ok to use a template?*

It is best to avoid the use of templates since edits are typically harder to make, and many ATS (Applicant Tracking Systems) do not recognize them. We recommend starting with a blank Word document.

### *Do I need to include both my campus and permanent addresses?*

No. Including both addresses can be helpful if you are applying in your hometown or somewhere out of state/country to illustrate your willingness to relocate, but it is not a requirement.

### *Do I need to include study abroad experiences?*

Though including your study abroad experience is not required, it is encouraged for those who are applying to positions for which a broad cultural perspective and experience interacting with diverse populations would be advantageous.

### *What should I include in my skills section?*

Your skills section should consist of teachable skills such as any technical or language proficiencies, and it should include your level of proficiency. Avoid listing soft skills, such as “hard working” or “quick learner” since these are not quantifiable.

### *How do I list multiple positions within a company/organization?*

If the positions you’ve held at your company were in different roles, list the company once but break out the job titles, treating them like two different positions.

### *How many references should I list?*

You will need 3-5 professional references. References are to be listed on a separate page, NOT as a part of your resume, and only submitted when asked for. In many online applications, there will be a separate space for you to type in references and their contact information.

### *How should I select who I ask to give a reference?*

Make sure that you select people that you know will give you a high-quality reference. A lukewarm reference can screen you out of a job. Your references should be able to describe your high potential, achievements, and performance while you were in class or at work. Be sure to obtain the recommender’s permission before listing their name as a reference. Always provide references with a current resume, so they are familiar with all of your achievements and experience.

### *What type of font should I use?*

Use a universal type font such as Times New Roman, Calibri, Arial, Georgia, Garamond, or Palatino Linotype.

### *When listing dates, should I use seasons or months or both? Can I just list the year?*

Dates should be formatted to reflect Months and Years or Semesters and should be consistent throughout the resume. See examples on the following pages.

# POWER VERBS

Each bullet point should begin with an action verb. Use present tense verbs for positions that are current and on-going. When describing past experiences, verbs should be in past tense “-ed”. Do not use verbs ending in -ing or -s.

## Communication

Circulate  
Clarify  
Collaborate  
Communicate  
Compose  
Correspond  
Demonstrate  
Document  
Edit  
Engage  
Exhibit  
Express  
Illustrate  
Interpret  
Interview  
Investigate  
Optimize  
Partner  
Pitch  
Plan  
Present  
Promote  
Report  
Review  
Revise  
Summarize  
Syndicate  
Translate  
Transcribe

## Teaching / Advising

Advise  
Counsel  
Demonstrate  
Display  
Encourage  
Enlist  
Ensure  
Grade  
Guide  
Influence  
Instruct  
Introduce  
Lecture  
Mentor  
Program  
Provide

Rate  
Steer  
Support  
Teach  
Test  
Train  
Tutor  
Public Relations  
Advertise  
Advocate  
Attend  
Coordinate  
Dispense  
Disseminate  
Distribute  
Fundraise  
Launch  
Persuade  
Publish  
Recruit  
Screen  
Target

## Interpersonal Relations

Accommodate  
Adapt  
Coach  
Collaborate  
Consult  
Converse  
Cooperate  
Critique  
Develop  
Encourage  
Familiarize  
Form  
Foster  
Fulfill  
Implement  
Inform  
Interact  
Intervene  
Litigate  
Mediate  
Motivate  
Negotiate  
Recommend  
Reconcile

Rehabilitate  
Resolve  
Share  
Suggest  
**Administrative/  
Management**

Accelerate  
Accomplish  
Achieve  
Administer  
Allocate  
Approve  
Benchmark  
Chair  
Command  
Compromise  
Consolidate  
Control  
Delegate  
Direct  
Enforce  
Entrust  
Expedite  
Govern  
Improvise  
Initiate  
Institute  
Judge  
Lead  
Maintain  
Manage  
Moderate  
Monitor  
Oversee  
Prioritize  
Regulate  
Streamline  
Strengthen  
Supervise  
**Organization**  
Apply  
Assemble  
Arrange  
Categorize  
Coordinate  
Establish  
Facilitate

Group  
Orchestrate  
Organize

## Numbers/Data

Account  
Appraise  
Audit  
Budget  
Calculate  
Collect  
Formulate  
Inventory  
Maximize  
Minimize  
Multiply  
Project  
Purchase  
Record  
Reduce  
Solve  
Universal  
Act  
Apply  
Contribute  
Define  
Diagnose  
Effect  
Eliminate  
Emphasize  
Navigate  
Offer  
Perform  
Register  
Respond  
Serve  
**\*Verbs Not  
Recommended**  
\*Aid  
\*Assist  
\*Deal  
\*Handle  
\*Help  
\*Learn  
\*Receive  
\*Responsible For  
\*Understand  
\*Work With

# TRANSFERRABLE SKILLS LIST

## Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively
- Persuade/influence others to a point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

## Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language to make others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

## Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

## Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

## Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

## Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

## Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, insure completion of a task

## Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

# TRANSFERRABLE SKILLS LIST

## Interpersonal Relations

- Convey a sense of humor
- Anticipate people's needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower, advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

## Leadership

- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

## Management

- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Utilize technology to facilitate management

## Financial

- Calculate, perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization's budget

## Administrative

- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Utilize computer software and equipment
- Organize, improve, adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and sets standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility during crisis
- Oversee communication, email and telephones

## Create and Innovate

- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces, accurate spatial memory
- Create images through, sketches, sculpture, etc.
- Utilize computer software for artistic creations

## Construct and Operate

- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Analyze and correct plumbing or electrical problems
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Drive and operate vehicles
- Use scientific or medical equipment

First Name  
Last Name

## EXPERIENCE

Simpli.fi Fort Worth, TX

**Digital Advertising Intern**

May '19-Present

- Collaborated with the internal Simpli.fi team to facilitate strategic recommendations in relation to client campaigns
- Assisted account managers in proactive building and managing new and existing campaigns while analyzing performance data and providing interpretation
- Monitored ad campaign success through analytics for clients

City of Arlington, Communication Department Arlington, TX

**Communication Intern**

Summer '18

- Strategized interview questions for local news anchor, Jay Warren
- Utilized InDesign to assist with website re-design
- Created press releases which were published in local media

Texas Christian University Fort Worth, TX

**Student Researcher**

Summer '18

- Conducted primary and secondary research to analyze student and staff response rate for TCU emergency situations. Created and disseminated surveys and ran two focus groups
- Generated a report detailing findings and crafted copywriting improvements for future emergency messaging

## HONORS & INVOLVEMENT

Delta Gamma Fraternity

2016-Present

**Wise Woman**

- Advised 50 new members with their transition to college, facilitating weekly one-on-one meetings
- Mentored new members throughout their freshman year, supporting academic, life skills, and leadership development opportunities

Delta Gamma Honors Scholarship

Service for Sight, **Volunteer**

2016-2018

Habitat for Humanity, **Volunteer**

2016-Present

2016-Present

## CONTACT

(888)888-8888 jane.doe@gmail.com

Linkedin, Portfolio, or Website URL

## SKILLS

- Facebook Ads Manager
- Adobe Photoshop and InDesign
- Ap Style
- Advanced in Microsoft: Excel, Powerpoint, Outlook
- Expert in Social Media  
Platforms: Facebook, Instagram, Twitter, Pinterest,

## INTERESTS

Yoga, Surfing, Cooking, Traveling,  
Japanese Language and Culture, Photography  
Animal Fostering

## EDUCATION

**Texas Christian University, Fort Worth, TX**

Bachelor of Science in Strategic Communication

May '20

Integrated Study in Advertising and Public  
Relations

General Business Minor

## RELEVANT COURSEWORK

Strategic Writing, Design, Financial Planning,  
Research,

Public Relations,  
Advertising, Creative  
Strategy, Accounting,  
Diversity, Marketing,  
Management, Visual

# First Name Last Name

EMAIL | PHONE | CITY, STATE, ZIP

## EDUCATION

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### Texas Christian University

*Bachelor of Science in Strategic Communication – Bob Schieffer College of Communication*  
*Minor in Graphic Design – College of Fine Arts*  
TCU Faculty Scholarship – Fall 2017-May 2021  
Cumulative GPA: 3.74, Dean Honor's List: Fall 2019-Fall 2020

Fort Worth, TX  
May 2021

## PROFESSIONAL EXPERIENCE

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### Berry Advertising

*Brand Engagement Intern*

Sante Fe, NM  
January-May 2021

- Perform market research and track paid search through Google Analytics.
- Work on SEO campaigns through website crawls, keyword research, and competitor analysis.
- Launch new social media campaigns for clients monthly, schedule posts and boosts daily through Sprout Social.
- Recommend new content based on the highest performance of organic social media posts and current trends.

*Account Services Intern*

May-August 2020

- Track social media analytics for a client's 8 social accounts and create a post-performance report monthly.
- Work in a fast-paced environment, manage deadlines with ease when juggling multiple responsibilities.
- Monitor data-driven industry insights, market search, and global trends.
- Proactively take the initiative to gather information, offer recommendations, plan, and implement efficient solutions.
- Track jobs in project management software, schedule meetings, provide notes, develop creative briefs using consumer data provided, creative testing, and interpret current client analytics.

### Media Pro Agency

*President and Head of Client Services*

Austin, TX  
August-December 2020

- Primary lead for 7 clients – responsible for coordinating campaign logistics and goals to ensure flawless execution.
- Guide, support, and manage a team of 30. Assured the successful planning, implementation of campaigns to meet clients' goals.
- Manage agency financials, including the \$22,000 annual budget.
- Headed recruiting efforts – reviewed 56 new applicant resumes, cover letters, portfolios, and conducted interviews.
- Developed and presented new business pitches to Fortune 500 clients. Sent out client contracts and scopes of work.

*Creative Director*

January-May 2020

- Oversee a team of 7. Confirm client service needs with Account Executive, create concepts based off of creative brief.
- Approve creative deliverables and made sure messaging is consistent using strong attention to detail.
- Responsible for optimizing a client's website with an SEO keyword strategy that increased website traffic by 28%.
- Lead a client's COVID-19 campaign that increased followers on Instagram by 58% and had 29,450 impressions.

## CAMPUS AFFILIATIONS

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### TCU Ad Association

*AAF Member*

Fort Worth, TX  
October 2019–Present

### Design Focus

*Graphic Design Member*

Fort Worth, TX  
August 2019–Present

## SKILLS

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**Proficient in Microsoft Office Suite:** Word, Excel, PowerPoint, **Adobe Creative Suite:** Illustrator, Photoshop, InDesign.

**Certifications:** Google Analytics, Google Ads Search, Google Ads Video, Google Ads Display, YouTube Creative Essentials, Microsoft Office Specialist: Excel 2016.

**Other skills:** Basic SEO, Moz Bar, Google Trends, WordPress, AP Style.

**Consumer Data and Client Research Software:** MRI+, Qualtrics, Programmatic, Ad\$ponder, Nielsen, Mintel.

**Content Creation and Social Media Management:** Instagram, Facebook, Twitter, Snapchat, TikTok, LinkedIn, Sprout Social, Facebook Business Manager, Hootsuite.

**Project Management Software:** WebVantage, Microsoft Teams, Slack, Trello, Asana, Monday.com.

# First Name Last Name

johndoe@gmail.com • 888.888.8888 • johndoe.com • linkedin.com/johndoe

## EDUCATION

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### Texas Christian University

*Bachelor of Science in Film, Television, & Digital Media*

*Minors in Graphic Design and General Business*

**Honors:** Dean Scholar

**Global Experience:** Study abroad and internship - Auckland, New Zealand (Summer 2018)

**Fort Worth, TX**

Expected May 2020

## PROFESSIONAL EXPERIENCE

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### Lex Digital, Inc

*Digital Media Intern*

- Earned over \$50,000 in revenue for the company in content sales
- Created and developed 13 projects from inception to final product; over 70 deliverables
- Analyzed ways of how to improve the company website and presented my findings to the Chief Marketing Officer and Marketing Department
- Sole designer in charge of re-branding PSAV (logos, bumpers, stationary, etc.)
- Clients included: Amazon Web Services, Marriott Hotels, American Airlines, American Veterinarian Medical Association, Chris Kyle FROG Foundation, & the American Association of Nurse Practitioners

**Chicago, IL**

Summer 2019

### John Roe Marketing

*Lead Marketing Intern*

- Design, produce and assemble weekly media content for the university's official social media accounts
- Oversee ten interns and act as their first point of contact for questions and concerns
- Have written, filmed, and edited multiple videos at the special request of the Chancellor
- Organized and taught a department-wide training on Adobe After Effects software

**Arlington, TX**

August 2019 – Present

### StarPoint Productions

*Lead Producer*

- Produce a biweekly, 90-minute service targeted toward college students
- Manage the production team responsible for all technical aspects of the worship gathering
- Since entering the position and overseeing marketing, attendance has grown more than 200%
- Lead production team meetings to address questions about the service order, production needs, and other details

**Dallas, TX**

January 2017 – Present

### NBCUniversal

*Assistant Camera Operator/Production Assistant*

- *How Low Will You Go?* episode in association with Hulu and SnapChat
- Set and properly mounted cameras for optimal videography
- Helped prepare and rig the set with lights, props, equipment, and extras
- Assisted production executives as needed

**Fort Worth, TX**

October 2018

## FREELANCE EXPERIENCE

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Fox Sports, Amazon Studios, Weta Digital, CNN, Texas Christian University, TommyTV, River Road Creative, Elbowroom, Louisiana State University, Healing Place Church, The Dunham School, Red Entertainment Group, BREC, Ballet Magnificat, & Debby Gaudet's Screen Actors Studio

## SKILLS

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Adobe XD, After Effects, Audition, AVID Media Composer, Celtx, DaVinci Resolve, Final Cut X, Illustrator, InDesign, InVision Studio, Maxon Cinema 4D, Media Encoder, Microsoft Excel, Photoshop, Premiere Pro, WebFlow, & WordPress

# Megan Smith

1234 TCU Drive #2108 Fort Worth, TX 76129  
817-555-5555 | m.smith@tcu.edu | linkedin.com/in/megansmith

## EDUCATION

**Texas Christian University**, Fort Worth, TX  
*Bachelor of Arts in Communication Studies*  
Business Minor

May 2019

## EXPERIENCE

**Rahr & Sons Brewery**, Fort Worth, TX

*Event Coordinator Intern*

August 2017 - Present

- Plan and execute professional events such as 10<sup>th</sup> anniversary celebration, Oktoberfest, 5K Runs, brewery tours, product launches, and social events such as birthday parties and group activities
- Manage flow of 2,500+ attendees and volunteers
- Serve as contact point for vendors and event contributors; including performers, photographers, caterers and transportation services
- Create database of customers and contacts using Microsoft Excel
- Send out mailings, track RSVP's and follow up with phone calls to solidify attendance for events
- Manage schedules, meet tight deadlines and coordinate consistently high quality events

**The Coca-Cola Company**, Fort Worth, TX

*Student Case Analyst*

Spring 2018

- Conducted research analyzing strengths, weaknesses, threats, audience analysis, and opportunities for growth to increase brand awareness to millennials
- Allocated a \$20 million budget across advertising channels to maximize target market exposure
- Presented findings to the Coca-Cola Promotions team in Dallas, TX

**Texas Christian University**, Fort Worth, TX

*Student Ambassador*

Fall 2017

- Arranged overnight housing for potential students and gave group campus tours weekly
- Spoke at informational seminars to 300+ parents and students
- Recruited potential TCU students at various high schools

## CAMPUS AND COMMUNITY INVOLVEMENT

Greek Organization, Member

Fall 2017 - Present

Undergraduate Inter-Fraternity Institute, Selected Attendee

Summer 2018 Spring 2018

TCU Emerging Leaders, Participant

Fall 2017

TCU Connections, Participant

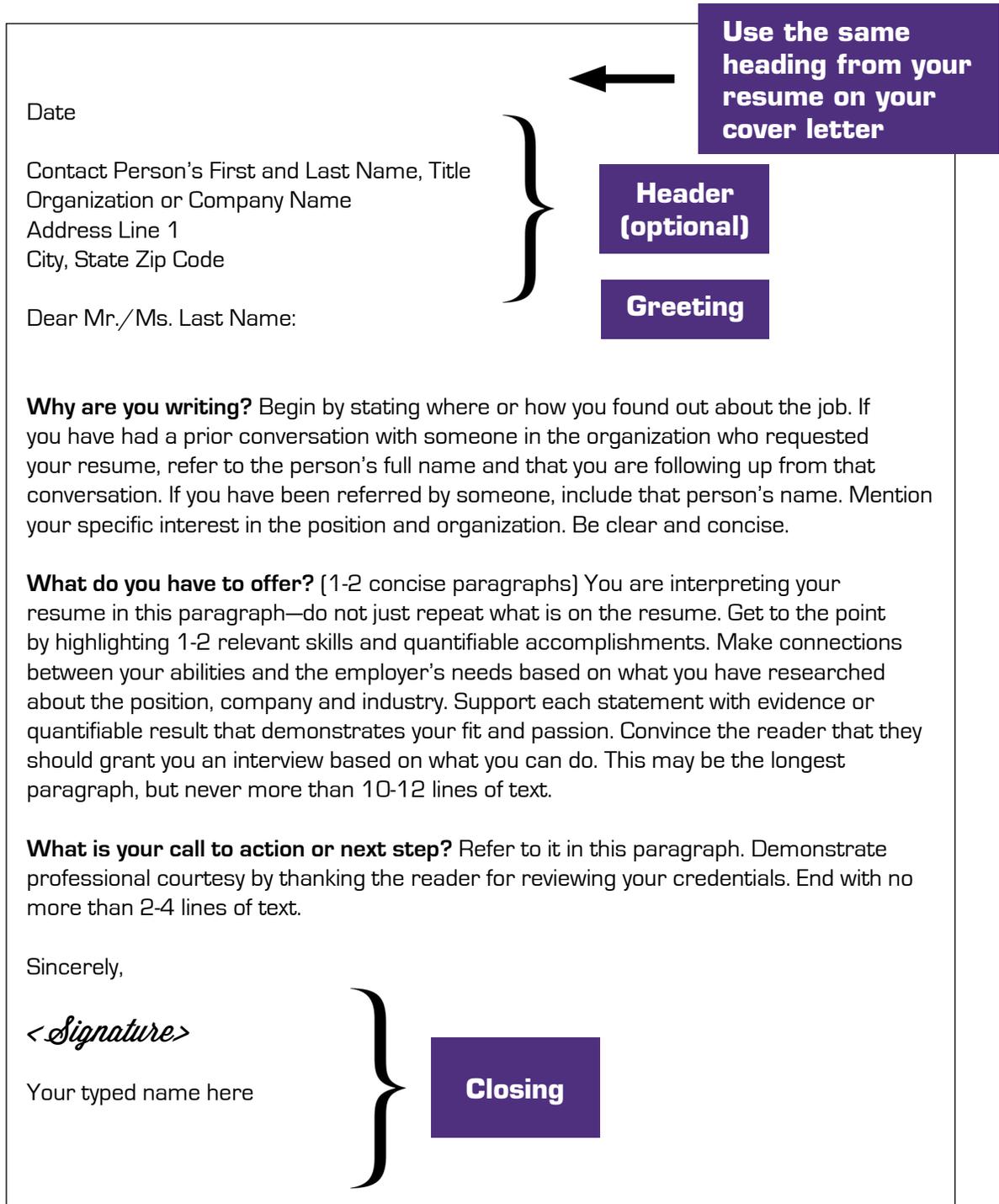
Seasonal 2015 - 2018

All Souls Episcopal Church, Volunteer

## SKILLS

AP Style • Microsoft Office (Word, Excel, Publisher, PowerPoint, Access, Outlook) • Windows and Mac OS Platforms • Digital and Nikon Camera Operation • InDesign and Photoshop • Bilingual in English and French • Social Media Platforms (Facebook, Snapchat, Instagram, Tumblr, Pinterest, and Hootsuite)

# ANATOMY OF A COVER LETTER



## QUICK TIPS



Research and demonstrate your knowledge of the organization in the context of why you are qualified.



Interpret your resume. Communicate how you can contribute to the organization in this role.



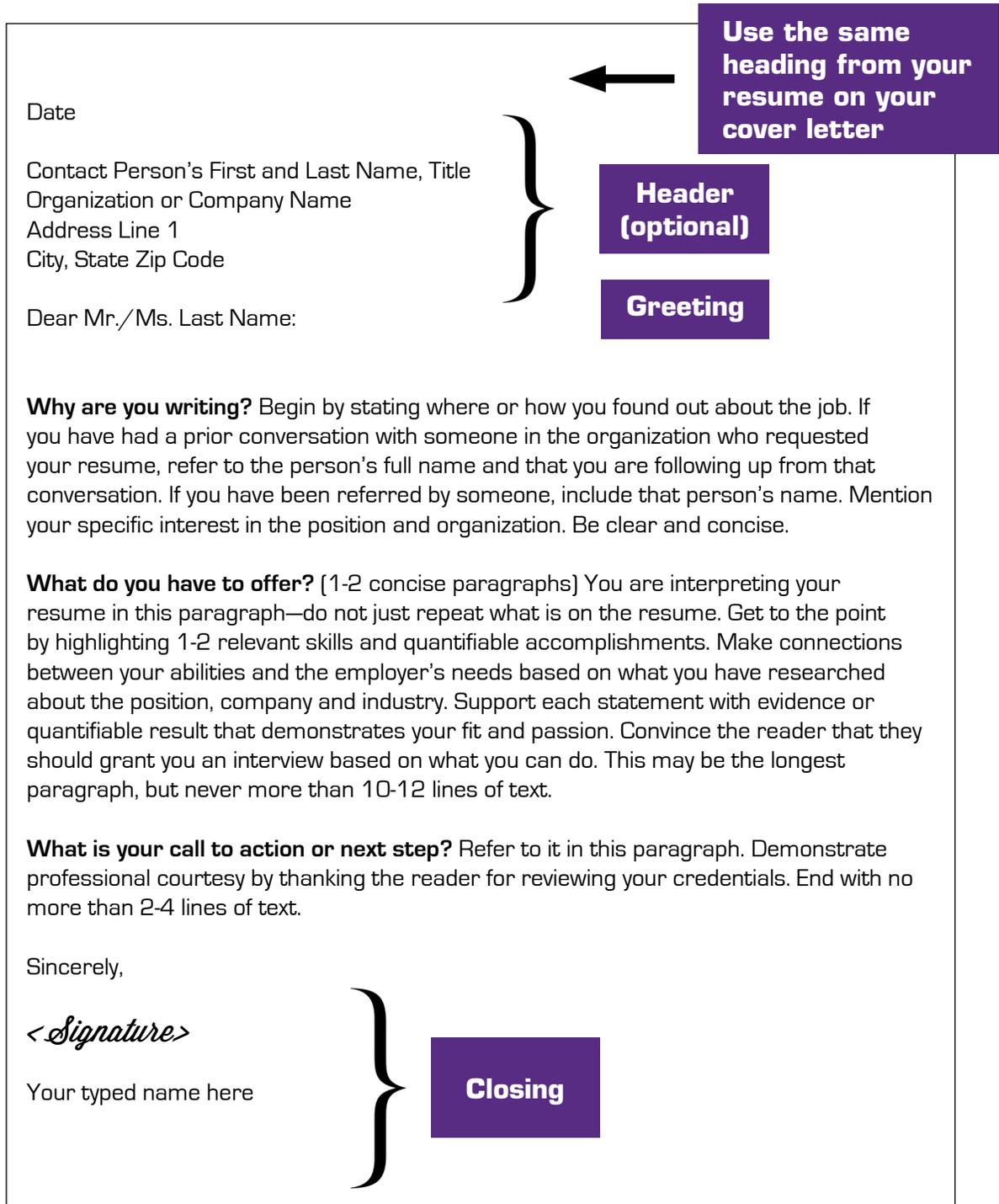
Proofread! Proofread! Proofread! Spelling errors and bad grammar or syntax leave a negative impression.

## A Matching Game

Develop Your Cover Letter Content

<b>Job/Internship Requirements</b> What are the employer's top needs?	<b>You</b> How do I meet these needs?
Skills:	Skills:
Knowledge:	Knowledge:
Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

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Skills:	Skills:
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Experience:	Experience:
Why them? What do I know about the employer? Why do I want to support their mission/purpose?	Why you? Why am I a good match for the position/employer? Have I made a connection between the employer's needs and my talents?

# REFERENCE PAGE

WHO YOU CAN ASK: Professors, Former Employers, Academic Advisors, Volunteer Supervisors, Or Other Professional Acquaintances.



Be sure to **ASK YOUR REFERENCES PERMISSION IN PERSON PRIOR TO USING THEM** in your application process and send them a copy of your resume and job description.

## Sample Reference Sheet

NATALIE R. RODRIGUEZ  
2800 S. University Drive  
Fort Worth, TX 76129  
817-257-2222  
n.r.rodriguez@tcu.edu

**Use the same heading from your resume on your reference sheet**

**REFERENCES**

**List 3-5 references on your reference page**

**Dr. Joseph Smith**  
*Professor*  
Texas Christian University  
2800 S. University Drive  
Fort Worth, TX 76129  
817-257-2222  
j.smith@tcu.edu

**Include your reference's full name and title**

**Make sure that contact information is accurate and current**

**Gabrielle Brown**  
*Volunteer Coordinator*  
Meals on Wheels  
2800 S. University Drive  
Fort Worth, TX 76110  
817-257-2222  
g.brown7@tcu.edu

**Tanya Carson**  
*Supervisor*  
TCU Campus Bookstore  
2800 S. University Drive  
Fort Worth, TX 76129  
817-257-2222  
tanya.carson@tcu.edu

References are to be listed on a separate page, NOT as a part of your resume. On most applications, there will be a separate space for you to type in references and their contact information.

Keep in contact with your references for future opportunities.