

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 tailored to the position for which you are applying.

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, city & state, 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

ATS systems want to categorize information on your resume, so it's important to use standard section headers / titles so that the system knows where to count your experience. Ex. Research vs. Research Experience and Projects vs. Project Experience. Additional headings should be used if they offer supporting evidence of your qualifications for the job. Choose standard headings that are descriptive of the material that follows them.

Examples include:

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

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.).
- Avoid formatting your resume into columns or boxes and using colors or unique font types.
- Do not use software such as GoogleDocs, Pages, Photoshop or Canva. Stick with Microsoft Word.

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.

Best Practices

- Create your resume using a Word doc and save as a pdf to submit via applicant tracking systems.
- About every month or so, save a new copy of your resume from Word and save as a pdf to avoid pdf file corruption.
- In the Education section, include the name of the specific school or college within the University on the same line as the University separated by a comma rather than listing them on separate lines. This way, the ATS system will read it as one school rather than two.
- On the degree line, replace the word "in" with a comma. Ex. Bachelor of Science in Accounting vs. Bachelor of Science, Accounting
- Make sure the company name and position/title are clearly delineated. Ex. Fundraiser vs. Fundraiser Associate.
- Whenever possible, quantify your experience using data driven or anecdotal evidence.
- It is acceptable to abbreviate the months using the first three letters of the month (Jan., Feb., Mar. etc.) as well as to use common degree abbreviations (B.A., M.S., Ph.D. etc.)
- Save your creative/graphic resumes for later in the interview process OR upload them in a non-specific "additional documents" section of the application

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

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, and Outlook
 - Expert in Social Media Platforms: Facebook, Instagram, Twitter, and Pinterest

EDUCATION
Texas Christian University, Fort Worth, TX
Bachelor of Science in Strategic Communication
Minor in General Business
Expected Graduation: May 2023

RELEVANT COURSEWORK
Strategic Writing, Design, Financial Planning, Research, Public Relations, Advertising, Creative Strategy, Accounting, Diversity, Marketing, Management, Visual Communication

EXPERIENCE		
Simpli.fi, Fort Worth, TX		
Digital Advertising Intern		May 2022-Present
<ul style="list-style-type: none">• Collaborate with the internal Simpli.fi team to facilitate strategic recommendations in relation to client campaigns• Assist account managers in proactive building and managing new and existing campaigns while analyzing performance data and providing interpretation• Monitor ad campaign success through analytics for clients		
City of Arlington, Communication Department, Arlington, TX		
Communication Intern		June 2021-August 2021
<ul style="list-style-type: none">• 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		June 2020-July 2020
<ul style="list-style-type: none">• 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		
CAMPUS INVOLVEMENT		
Delta Gamma Fraternity		August 2019-Present
Wise Woman		
<ul style="list-style-type: none">• Advise 50 new members with their transition to college, facilitating weekly one-on-one meetings• Mentor new members throughout their freshman year, supporting academic, life skills, and leadership development opportunities		
Delta Gamma Honors Scholarship		2019-2020
Service for Sight, Volunteer		2019-Present
Habitat for Humanity, Volunteer		2019-Present

First Name Last Name

EMAIL | PHONE | CITY, STATE, ZIP

EDUCATION

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 2019-May 2023

Cumulative GPA: 3.74, Dean Honor's List: Fall 2019-Fall 2020

Fort Worth, TX

May 2023

PROFESSIONAL EXPERIENCE

Berry Advertising

Brand Engagement Intern

Sante Fe, NM

January-May 2022

- Performed market research and track paid search through Google Analytics.
- Participated in 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 2021

- Tracked social media analytics for a client's 8 social accounts and create a post-performance report monthly.
- Worked in a fast-paced environment, manage deadlines with ease when juggling multiple responsibilities.
- Monitored data-driven industry insights, market search, and global trends.
- Proactively took the initiative to gather information, offer recommendations, plan, and implement efficient solutions.
- Tracked jobs in project management software, scheduled meetings, provided notes, developed creative briefs using consumer data provided, creative testing, and interpreted 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.
- Guided, supported, and managed a team of 30. Assured the successful planning, implementation of campaigns to meet clients' goals.
- Managed 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

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

CAMPUS AFFILIATIONS

TCU Ad Association

AAF Member

Fort Worth, TX

October 2019–Present

Design Focus

Graphic Design Member

Fort Worth, TX

August 2019–Present

SKILLS

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

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 2020)

Fort Worth, TX

May 2020

PROFESSIONAL EXPERIENCE

Lex Digital, Inc

Digital Media Intern

Chicago, IL

Summer 2019

- 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 key findings to the Chief Marketing Officer and Marketing Department
- Sole designer 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

John Roe Marketing

Lead Marketing Intern

Arlington, TX

August 2019 – Present

- 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
- Organize and teach a department-wide training on Adobe After Effects software

StarPoint Productions

Lead Producer

Dallas, TX

January 2017– Present

- 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

NBCUniversal

Assistant Camera Operator/ Production Assistant

Fort Worth, TX

October 2018

- *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

FREELANCE EXPERIENCE

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

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 10th 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

January 2018-April 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

August 2017-December 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

TCU Emerging Leaders, Participant

Spring 2018

TCU Connections, Participant

Fall 2017

All Souls Episcopal Church, Volunteer

Seasonal 2015 - 2018

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

Job/Internship Requirements What are the employer's top needs?	You 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?

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 <i>Professor</i> 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	
Gabrielle Brown <i>Volunteer Coordinator</i> Meals on Wheels 2800 S. University Drive Fort Worth, TX 76110 817-257-2222 g.brown7@tcu.edu	Make sure that contact information is accurate and current	
Tanya Carson <i>Supervisor</i> 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.