**Summary**

Provide a brief highlight of your experiences and a few key skills. No longer than two or three sentences. Add the position and company you are applying for to customize your resume.

**Education**

**Victoria College** | *Victoria, TX* **(**Anticipated completion)Month Year

Associate of Applied Science Degree in spell out entire focus (avoid saying Process Tech/Ptech, or other abbreviations)

**High School** |*City, TX*Month Year

High School Diploma

**Skills & Certifications**

|  |  |
| --- | --- |
| * Highlight specific machinery and software you know how to use | * Use the job description to add relevant skills |
| * Don’t forget soft skills | * Skill |
| * Skill | * Ask instructors |
| * Skill | * Skill |
| * XYZ Certified | * Highlight hard skills |
| * Use your course syllabi to get ideas for skills |  |

**Experience**

**Company Name** | *City, St* Month/Year - Month/Year

Your Title

* Highlight some duties you performed.
* Always start the sentence with an action verb.
* Try your best to highlight skills that may relate to the job you are applying for.
* Keep it brief, avoid long wordy sentences.