



UNIVERSITY CAREER CENTER

TEXAS TECH
Office of the Provost
Academic Innovation
& Student Success

Resume Guide

This packet is intended to serve as a starting point for creating or improving your resume. Included in this packet are best practices from the University Career Center (UCC). Information and sample resumes within this packet are not intended to be taken verbatim. Make your personal resume unique and stand out from the crowd by making it represent you.

The resources this packet highlights are available to all students and alumni; take advantage of the services provided to you by the UCC!

Resume Aesthetics, Content, & Editing

Writing a resume is an art, not a science. There is no one correct way to formulate your resume, but there are some best practices and standards that the UCC recommends. Separate yourself from other applicants with high quality content and a clearly written, error-free document. Resumes need to be aesthetically pleasing with relevant content and proper editing.

Aesthetics: Develop a classic, professional resume. These elements, including font choice, consistency, appropriate use of white space, length, and overall appearance of the resume, can impact neatness, consistency, and clarity of your document. While some industries may require a “creative” resume, in addition, develop a clear, simplified resume.

Content: While aesthetic mistakes can take you out of the running for a position, the content of the resume is what will make you stand out. The information you choose to include in your resume should be the most relevant to your target audience. Bullet points are intended to expand on your relevant experience, highlight your expertise, and demonstrate your achievements and results.

Editing: Editing is a necessary component of resume writing that is often underutilized. Editing, whether conducted independently or with others, ensures content is accurate and formatting is professional. Have as many people proofread your resume as possible and make an appointment at the UCC.

- **Reverse Chronological Order:** Within each section on the resume, your experience should go in reverse chronological order, meaning most recent items first.
- **Bullet Points:** Eliminate the pronoun “I” at the beginning of each bullet point as this is assumed. Avoid introductory phrases such as “My duties included...” and “My responsibilities were...”. Describe achievements rather than listing duties, quantify outcomes whenever possible, and highlight marketable skills and your proficiency in your desired industry.
- **Length:** Most students and new graduates should keep their resume to one page. If you have difficulty narrowing down your resume, consider removing elements that are not closely related to your desired field. Ask yourself, “Will this experience enhance and support my future in XYZ?” We encourage you to have a version of your resume you use to save all of your experiences, but this version should not be submitted for all positions.
- **Margins:** Make your resume visually attractive by using an appropriate amount of white space to allow the reader’s eye to rest. Using 0.7-inch to 1-inch margins is standard practice.
- **Font:** Use an easy-to-read font. Times New Roman, Arial, Cambria, Calibri, and Aptos are good choices. Avoid script and cursive fonts. A 10 to 12-point font size is recommended.
- **Consistency:** The formatting of a resume should be consistent. For example, if you choose to bold a job title, make sure you bold every job title. Additionally, ensure items like dates or locations are neatly aligned on the page.
- **Accuracy:** Your resume and all other job search materials must be 100% error-free. Be sure to carefully read through your resume, checking grammar, spelling, and punctuation. Utilize the resources available at the UCC.
- **Integrity:** Ensure that all information in your resume is truthful. Do not embellish or exaggerate your content.
- **Paper Quality:** Use high quality resume paper when attending a job fair or an interview. Use the same paper for cover letters and thank you letters. White, ivory, or light grey are good choices. Avoid cardstock.

Key Elements of a Successful Resume

Name and Contact Information

Include your first and last name in a font size that emphasizes your name but is not too large. 16 to 18-point font is common. The contact information includes phone numbers, a personal or TTU email address, and location (city, state). It is not necessary to include your physical address on the resume or cover letter. The contact information may include other information, such as links to LinkedIn or online portfolios.

Education

All degrees are written in singular format: Bachelor of Arts, not Bachelors of Art. Include GPA if you feel that your GPA demonstrates your achievement and hard work or consider leaving it out if you feel it is not the best representation of the work you've done. Study Abroad, Relevant Coursework, Academic Awards, and Honors can be separate sections or be included in the Education section. In addition, include information about minors, concentrations, and double majors/double degrees as appropriate.

Example:

Texas Tech University, Lubbock, Texas

May 2030

Bachelor of Science, Physics

Minors in Molecular Biology and General Business

Experience

Experience can be represented in a variety of ways. Choose the most concrete and relevant experiences for your resume and include bullet points. Relevant experience includes any position, paid or non-paid. This section immediately follows your Education section. Provide information about specific activities and skills relevant to your career goal.

Observations and Volunteer Experience

Focus on experiences that demonstrate your marketable skills that transfer to your career goals (e.g. pre-med student shadowing at a hospital).

Example 1:

Observation, University Medical Center, Lubbock, Texas

October 2024

Example 2:

Band Library Clean Up, Tau Beta Sigma, Lubbock, Texas

March 2023

Other Work or Professional Experience

Employers and the selection committee will be most interested in your relevant experience; however, you may include skills obtained through other work experiences that transfer to your desired field. For example, sales, customer service, event planning, and fundraising are marketable skills.

Optional Elements

Additional sections that may be on the resume include Project Experience, Volunteer Experience, Leadership Experience, Honors, Activities, Technical Skills, Relevant Interests, and Professional Development.

Creating an Effective Resume for Applicant Tracking Systems (ATS)

An Applicant Tracking System (ATS) is software used by organizations to manage and streamline the recruitment process. It helps collect, sort, and rank job applications, often using keyword-based algorithms to identify candidates whose qualifications match the job description and the needs of the organization. Keep in mind that there are many aspects to ATS, and you will not always know the limits of the software being used by the prospective employer. Use this checklist to help ensure your resume gets past the ATS and into the hands of the hiring manager.

FORMATTING SUGGESTIONS

- Most ATS software cannot read headers, footers, graphs, columns, or text boxes. Also, U.S. companies will not look at resumes with headshots due to the legal implications of bias.
- Use easy-to-read, common fonts.
- Avoid graphic resumes – no images, no color, no graphs. Keep the ATS resume as simple and plain as possible. Use graphics and color for resumes handed out during a job fair or as leave-behinds during an interview.
- Avoid using templates; ATS may flag background formatting.
- Punctuation alerts the ATS that there are multiple pieces of information. For example, Bachelor of Science in Accounting with no punctuation will be seen as a degree only; while Bachelor of Science, Accounting will be read as a degree and major because of the comma.
- ATS can read abbreviations IF there is punctuation. It knows B.S. or M.B.A. but can't read BS or MBA; it will look at the abbreviation as a single word. Also, months can be abbreviated as long as you include punctuation. For example: do not write Jan or Oct, instead write Jan. or Oct.
- ATS reads left to right and top to bottom, so it won't understand columns.
- Use a tab to create columns for sections such as Skills. The ATS needs punctuation to read columns.
- Include www or https in front of a URL so the ATS will understand and include the link.
- When a Word document is saved as a PDF, the PDF can become corrupted because of the number of times it is copied. Experts recommend creating a new PDF from the Word document every 50 uses. It may be safer to create a new PDF each time.

ATS CONTENT SUGGESTIONS

- Remember, the ATS is not designed to find the best candidate or identify good candidates, but to screen candidates based on the company's criteria.
- Scamming the system by pasting job descriptions in white font into the document will result in the document being flagged and discarded.
- ATS uses a structured keyword mapping system to identify synonyms related to key words and phrases in the job description. Thus, it is acceptable to avoid missing qualified candidates who use different words or phrases related to the terms in the job description. Knowing how this system works makes it possible to combine technical and soft skills in one section.

GETTING TO A HUMAN

- Most ATS creates a report that incorporates an objective/summary statement that is utilized by HR personnel to decide which resumes are forwarded to hiring managers. Include a customized summary that targets the specific position.
- ATS is designed to give high importance (more weight) to achievement/outcome statements, so use \$, %, and numbers to demonstrate accomplishments and positive outcomes.
- Most ATS criteria reject resumes because of spelling mistakes. Be careful of using British spellings of words – they may be seen as misspelled words by the ATS.

Marketable Skills

Marketable skills are those that can be transferred to multiple work settings. Consider incorporating them, in addition to those specific to your intended career field, by providing examples in your bullets of when you have successfully used them. Some examples of transferable skills include:

CLERICAL	CREATIVE	HUMAN RELATIONS	PUBLIC RELATIONS	RESEARCH	TRAINING
Audited	Designed	Advised	Conducted	Assessed	Adapted
Classified	Developed	Assisted	Consulted	Calculated	Communicated
Collected	Established	Counseled	Informed	Collected	Demonstrated
Compiled	Illustrated	Empathized	Planned	Diagnosed	Enabled
Computed	Imagined	Facilitated	Presented	Evaluated	Encouraged
Examined	Improvised	Guided	Promoted	Examined	Evaluated
Filed	Invented	Listened	Represented	Extrapolated	Explained
Organized	Performed	Motivated	Responded	Interviewed	Instructed
Recorded	Revitalized	Represented	Researched	Investigated	Planned
	Visualized	Served	Wrote	Synthesized	Stimulated
COMMUNICATION	FINANCIAL	MANAGEMENT	PROBLEM SOLVING	TECHNICAL	
Edited	Accounted	Communicated	Analyzed	Adjusted	
Explained	Administered	Consulted	Appraised	Aligned	
Influenced	Allocated	Coordinated	Diagnosed	Assembled	
Interpreted	Audited	Delegated	Examined	Drafted	
Listened	Balanced	Directed	Executed	Engineered	
Mediated	Calculated	Evaluated	Planned	Installed	
Promoted	Forecasted	Led	Proved	Observed	
Spoke	Invested	Negotiated	Reasoned	Operated	
Translated	Projected	Persuaded	Recognized	Programmed	
Wrote	Planned	Validated	Repaired		

Constructing Bullets

Under each position you have on your resume, list bullets that explain what you did in the position, how you did it, and the results of your actions. The skills you feel you have gained from your related experiences should be represented through your bullets. Brainstorm each experience/position and create bullets unique to you.

When possible, use numbers like \$, %, or other figures to quantify your achievements. If you can't use numbers, qualify your success using strong and clear words, such as adverbs.

Bullet "Formula" = Action Verb + Example + Result

Bullet with Action Verb

Give specifics as to what you did at that position. These details will make you unique.

Example: Collaborated with colleagues

Better Bullet with Action Verb

State what you achieved from your example; what was the purpose of doing what you did?

Result: Collaborated with colleagues to develop plans

Bullet with Achievement Statement, including Action Verb, Example and Result

Action Verb + Example + Result: Collaborated with colleagues to develop plans that effectively used marketable resources and reduced costs by 25%

Action Verbs

Beginning each bullet with a strong action verb highlights your successes and allows a reader to get a sense of your skills by scanning the page. It is a good idea to vary the action verbs on your resume in order to appeal to different audiences. Below is a list of verbs to get started.

Planning

Administered	Developed	Formulated	Prioritized	Revised
Anticipated	Devised	Identified	Proposed	Strategized
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Prepared	Reserved	Tailored

Organizing

Acquired	Cataloged	Designated	Logged	Selected
Activated	Centralized	Designed	Mapped out	Secured
Adjusted	Charted	Dispatched	Obtained	Simplified
Allocated	Classified	Established	Ordered	Sought
Altered	Collected	Facilitated	Procured	Straightened
Appointed	Committed	Housed	Programmed	Suggested
Arranged	Confirmed	Implemented	Recruited	Tracked
Assembled	Contracted	Incorporated	Rectified	
Assessed	Coordinated	Instituted	Retrieved	
Assigned	Customized	Issued	Routed	
Authorized	Delegated	Linked	Scheduled	

Executing

Acted	Forwarded	Input	Processed	Stocked
Administered	Displayed	Installed	Produced	Transacted
Carried out	Distributed	Labored	Proofed	
Collected	Entered	Merchandised	Prospected	
Completed	Exercised	Operated	Shipped	
Conducted	Handled	Performed	Sold	

Supervising

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supplied
Certified	Examined	Measured	Refined	Tightened
Compared	Explored	Modified	Regulated	Traced
Controlled	Graded	Monitored	Reviewed	Trained
Corrected	Inspected	Officiated	Revised	Updated

Leading

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Implemented	Originated	Strengthened
Chaired	Encouraged	Influenced	Pioneered	Supervised
Changed	Enlisted	Initiated	Promoted	Trained
Conducted	Envisioned	Inspired	Raised	Transformed
Directed	Fostered	Involved	Recognized	Visualized
Disproved	Founded	Managed	Set goals	



Action Verbs, Continued

Getting Results

Accomplished	Consolidated	Enjoyed	Grew	Minimized	Renovated
Achieved	Constructed	Ensured	Heightened	Modernized	Restored
Added	Contributed	Excelled	Improved	Obtained	Realized
Advanced	Delivered	Expanded	Increased	Opened	Received
Attained	Demonstrated	Expedited	Innovated	Orchestrated	Targeted
Augmented	Diminished	Extended	Integrated	Overcame	Uncovered
Boosted	Earned	Finalized	Introduced	Produced	
Built	Eclipsed	Fulfilled	Invented	Qualified	
Combined	Eliminated	Gained	Joined	Reduced (losses)	
Completed	Enlarged	Generated	Launched	Rejuvenated	

Problem Solving

Alleviated	Conceptualized	Detected	Investigated	Revamped	Theorized
Analyzed	Created	Diagnosed	Recommended	Revitalized	
Brainstormed	Debugged	Engineered	Remedied	Revived	
Collaborated	Decided	Formulated	Remodeled	Satisfied	
Conceived	Deciphered	Found	Repaired	Synthesized	

Quantitative

Admitted	Checked	Dispensed	Grossed	Projected	Totaled
Appraised	Compiled	Dispersed	Increased	Purchased	
Approximated	Compounded	Earned	Inventoried	Rated	
Audited	Computed	Enumerated	Maximized	Reconciled	
Balanced	Conserved	Estimated	Multiplied	Recorded	
Budgeted	Converted	Figured	Netted	Reduced	
Calculated	Counted	Financed	Profited	Tabulated	

Communicating

Acted	Consented	Explained	Lectured	Reported	Supplemented
Adapted	Concluded	Extracted	Marketed	Represented	Supported
Admitted	Convinced	Fabricated	Mediated	Revealed	Surveyed
Addressed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Allowed	Corresponded	Greeted	Negotiated	Settled	Systematized
Amended	Critiqued	Highlighted	Perceived	Shaped	Tested
Arbitrated	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Argued	Defined	Improvised	Presented	Specified	Translated
Ascertained	Deliberated	Indicated	Publicized	Spoke	Transmitted
Attested	Demonstrated	Inferred	Queried	Sold	Upsold
Briefed	Drafted	Informed	Questioned	Solicited	Verified
Clarified	Dramatized	Instructed	Referred	Submitted	Welcomed
Cleared up	Edited	Interpreted	Reinforced	Substantiated	Wrote
Closed	Educated	Interviewed	Related	Suggested	
Composed	Elicited	Justified	Rendered	Summarized	

Helping

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated



Recommended Adverbs

Within your bullets, it can be helpful to your reader to add some details about the impact of your work and how you approached your responsibilities. Adverbs can be a great way to qualify your bullet points. Below are a few examples of adverbs that could be used effectively in within your bullet points as well as some examples.

Adverbs of frequency

Example: Frequently checked office inbox and responded to inquiries from students and staff

Always Frequently Occasionally Often Periodically Regularly Consistently

Adverbs of degree

Example: Thoroughly documented project, developed final report and classroom presentation for 20+ peers

Thoroughly Highly Perfectly Slightly Exceptionally Tremendously Profoundly

Adverbs of manner

Example: Efficiently organized Excel spreadsheets to track deliverables for 10+ ongoing projects

Accurately Carefully Diligently Quickly Effortlessly Efficiently Quickly

Adverbs of time

Example: Simultaneously worked 25+ hours per week while balancing full-time Engineering courseload

Immediately Annually Recently Weekly Daily Quarterly Simultaneously



Student Resume Example 1

STUDENT NAME

Lubbock, TX | 806-555-1212 | my.email@ttu.edu | www.linkedin.com/in/firstname-lastname-/

EDUCATION

Texas Tech University, Lubbock, TX
Bachelor of Arts, Political Science
Minor: Communication Studies

Expected graduation: May 2030
GPA: 4.0

EXPERIENCE

Chancellor's Ambassadors, Lubbock, TX
President

9/2023 – Present

- Represented Texas Tech University to audiences of 30 to 50 prospective students and alumni, engaging a variety of audiences with positivity and enthusiasm
- Liaised between students and upper administration to advocate for student interests
- Hosted 20 on- and off-campus events, achieving a 98% satisfaction rates from attendees

African Student Organization, Lubbock, TX

1/2025 – Present

Community Service Committee Chair 2020-2021, Student Affairs Committee Chair 2020-2021

- Increased membership by 50% through strategic social media promotion of activities
- Planned and coordinated 5–10 social events each semester to promote community
- Restructured organizational leadership to expand opportunities for future members

TTU Office of Community and Multicultural Affairs, Lubbock, TX

6/2024 – 8/2025

Student Assistant

- Oversaw and coordinated office projects for student events through strong attention to detail
- Collaborated with 12 full-time staff members to plan and execute meetings, recruitment workshops, mentor programs, and community events
- Maintained organized scholarship library to support current and prospective students

OTHER EXPERIENCE

Live Oak Community Pool, *Lifeguard*, Lubbock, TX

6/2025 – 8/2025

Old Navy, *Sales Associate*, Lubbock, TX

6/2021 – 8/2022

VOLUNTEER SERVICE

Volunteer Center of Lubbock, *Assistant*

10/2024 – 9/2025

Lubbock County Assistant Criminal District Attorney, *Civil Division Intern*

6/2025

INVOLVEMENT

Cardinal Key Honor Society, *Member*

8/2025 – 7/2026

National Society of Collegiate Scholars, *Member*

8/2023 – 7/2025

Student Government Association, *Cultural Diversity Committee*

6/2024 – 5/2025

SKILLS

Public speaking | Quantitative research | Microsoft Office Suites | Google Suites | Salesforce |
Technical writing | Spanish (native proficiency) | German (intermediate) | Project coordination

Student Resume Example 2

Student Name

(806) 742-2210 | my.email@email.email | www.myportfolio.com

EDUCATION

B.S., Chemistry, Texas Tech University Expected graduation: May 2029
B.S., Human Sciences, Texas Tech University
Relevant Coursework: Organic Chemistry II, Analytical Chemistry, Instrumental Analysis

A.S., Biology, South Plains College May 2025

RELEVANT EXPERIENCE

Texas Tech University, Lubbock, Texas August 2025 – Present
Community Advisor, Knapp Hall

- Initiated programming in collaboration with residence hall team that increased residents' participation and provided students with relevant information.
- Identified areas of agreement within the residence hall to elicit information using active listening.
- Interacted with residential hall staff, advisors, professors, and students to build relationships and improve communication across departments.

Texas Tech University, Lubbock, Texas August 2025 – Present
Undergraduate Researcher, Chemistry Department

- Collected and analyzed data using scientific protocols to effectively produce consistent results that were presented and awarded at annual Undergraduate Research Conference.
- Evaluated results of experiments to formulate theories and move scientific knowledge forward.
- Incorporated group discussion meetings to ask research questions and develop strategic goals.

PROJECT EXPERIENCE

Understanding Child and Adolescent Behavior course, Lubbock, Texas January 2025 – May 2025
Child Psychology Monitoring Project

- Analyzed 25 kindergarteners using child psychology theories to understand development process.
- Presented findings in capstone project with data visualization and best practice recommendations.

CAMPUS EXPERIENCE

XYZ Society of Texas Tech University, Lubbock, Texas August 2025 – Present
President

- Brainstormed ideas to address organization's needs in collaboration with officers and advisor.
- Developed and implemented procedures to maintain budget, targeting areas of overspending.
- Streamlined communication channels and improved membership numbers by 50%, highlighting mutual support and intellectual pursuits across campus departments.



Cover Letters

The cover letter accompanies the resume in the application process. It should consist of 3 or 4 very short paragraphs (approximately 3 or 4 lines – not sentences). Use the cover letter to provide new or additional information that is not included on the resume. Utilize pronouns (I, me, my, we) judiciously and avoid starting paragraphs with personal pronouns.

Formatting

Use the same font, font size, and margins as the resume to create a cohesive application package.

Address Block/Header

When creating and submitting a cover letter, align your formatting with the context of the company you're applying to. If the company is very formal and established, an address block might be more appropriate. If the company is newer and more modern, a simplified address block/header will likely align more with the company. A simplified address block consists of carrying over your name and contact information in the same format as your resume.

Opening Salutation

Address the letter to a specific person or leave the salutation off completely. When you leave off the salutation, you may present the letter as a memo with a line referencing the job title or requisition number (Re: Job 16587).

First Paragraph

The first paragraph introduces you to the company or hiring manager. Identify the position you are interested in and provide a 1-2 sentence summary of why you are applying. If it pertains to you, you might reference an internal contact, meeting them at a job fair, or finding the position on a specific job board (i.e. Hire Red Raiders).

Middle Paragraphs

The middle two paragraphs can be bullets or paragraphs and should be targeted to the specific job posting or company you are applying to. Bullets are easy to change, reword, or substitute depending on the job focus. For ease of targeting the cover letter to many jobs, choose a bulleted format. Do not repeat the exact wording or information from the resume. Provide pertinent information concisely so that the prospective employer will want to read the resume. **Focus on demonstrating that you understand the needs of the company.**

Closing Paragraph

The last paragraph concludes with a request for an interview and reiterates your contact information. Thank the employer for their time and express your interest in an interview. Provide your contact information again in this paragraph.

Signature

Add a closing salutation and leave space for a signature on your document. If possible, include a digital image of your signature. If you are sending your resume attached to an email, it is acceptable to simply type your name at the end of the email.

Cover Letter Template

Raider Red

Lubbock, TX | (806) 555-1923 | raider.red@ttu.edu

August 31, 2026

Ms. Masked Rider
Texas Tech University
2500 Broadway
Lubbock, TX 79409

Dear Ms. Rider:

When I first started my journey at Texas Tech in 1971, I fell in love with the campus, community, and gameday atmosphere. As a current Texas Tech University senior studying public relations and strategic communication, I am excited for the opportunity to apply for the Campus Brand Ambassador position. My connection to the Athletics program, coupled with my strengths in crowd engagement and positivity, would be assets to the role.

Through my major and extracurricular activities, I have had several opportunities that fit the unique needs of the Campus Brand Ambassador role. Last summer, I gained experience as a mascot intern with the Texas Tech Athletics department. In this role, I interacted with five sessions of over 100 future mascots, strengthening my entertainment and teaching skills. Additionally, during my Mascot 101 course, I had the chance to display my real-world knowledge through a final performance, placing first in the class in dancing. The Campus Brand Ambassador role requires positivity, physical stamina, and engagement, and my experiences make me an excellent fit.

A career at Texas Tech University excites me because of our shared values in community, respect, and integrity. From my time spent on the football field, I saw these values in action. I would bring these values along with my mascot background to this role, taking the Campus Brand Ambassador position to new heights.

I look forward to continuing the conversation with your hiring team about the strengths I would bring to this position. I can be reached by email at raider.red@ttu.edu and by phone at (806) 555-1923. Thank you for considering my application, and I look forward to discussing the next steps.

Sincerely,

Raider Red

After You Graduate, Keep It Up to Date!

As you grow in your career, be sure to add each new job to your resume. Save your job descriptions to help with wording. You can also refer to www.onetonline.org to review additional wording suggestions.

Drop specific references to old college activities as you replace them with leadership experience within your job and volunteerism in the community.

After you get your first job, remove your grade point average and specific scholarships, but leave the summary information, such as “Bachelor of Arts, Molecular Biology”.

Remember that you can have your resume reviewed by the UCC at any time after you graduate from Texas Tech.

UCC Resume Resources

The UCC offers several options for getting help in creating and perfecting your resume. Take advantage of one or more of the following services available to students and alumni:

Career Coaching: The UCC has staff available to meet with students and alumni by appointment. Appointments encompass a variety of topics, including resume development, job search strategies, interviewing skills, and other career-related concerns.

Events and Webinars: Each semester, the UCC offers several events and webinars on various topics, including resume writing, interviewing, networking, job searching and more. For a list of events and webinars, visit www.careercenter.ttu.edu/events.

Online Resources: The UCC offers numerous online resources to assist students with their career development, including application documents, job search strategies, interviewing, and salary negotiation.

- [Hire Red Raiders Resource Library](#): Within Hire Red Raiders, there is a library of resume templates, handouts, and additional materials that you may find helpful. www.hireredraiders.ttu.edu
- www.careercenter.ttu.edu: The UCC website includes information on events and resources such as career exploration and development and job boards.
- www.onetonline.org: O*NET OnLine is a government website which provides occupational information for over 900 occupations. Use this website to assist you in developing your bullets.
- [Quinnia.io](#): Quinnia is an ATS that current TTU students can access to receive feedback on how an ATS will process their resume.

The information in this document is intended for students in any major at Texas Tech University. If you are in Engineering or Business, please check with the Engineering Opportunities Center or Rawls Career Management Center (respectively) regarding specific recommendations for students in your college.

Contact the UCC or log in to Raider Success Hub to schedule an appointment!

150 Wiggins Complex | Box 45006 | Lubbock, TX 79409 | 806-742-2210

www.careercenter.ttu.edu | www.hireredraiders.ttu.edu