



CAREER SERVICES

Oklahoma State University
OKC Campus

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Sample Resume

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Welcome to Your Professional Resume Template

Your resume is one of the most important tools in your job search. It's more than just a list of your work experience and skills—it's your personal marketing document. It should clearly communicate your qualifications and highlight why you're the best candidate for the position. In today's competitive job market, creating a resume that is both visually appealing and Applicant Tracking System (ATS) friendly is key to standing out and ensuring your resume gets seen by recruiters and hiring managers.

Why an ATS-Friendly Resume Matters

Most companies today use Applicant Tracking Systems (ATS) to screen resumes before they are reviewed by a human. These systems help employers filter through large volumes of applications by scanning resumes for specific keywords, formatting, and structure. If your resume isn't optimized for ATS, it may never reach the hands of a hiring manager—even if you're highly qualified for the position.

An ATS-friendly resume ensures:

- **Proper keyword usage:** Matching job descriptions and industry-specific terms increases your chances of passing through the initial screening.
- **Correct formatting:** Simple designs, clear headers, and a logical layout make your resume easier for both ATS and recruiters to read.
- **Efficient structure:** A well-organized resume helps the system easily recognize your relevant experience and skills, giving you a better chance of moving forward in the hiring process.

The Purpose of a Resume

Your resume serves as a snapshot of your professional journey. It showcases your experience, skills, and achievements, while also reflecting your potential to add value to a new role. A strong resume is tailored to the job you're applying for, emphasizing the aspects of your career that align with the company's needs. Remember to keep your resume to **one page**.

Key goals of a resume:

Professional Introduction: Provide a concise and compelling summation of your professional background via your work experience bullet points. This adds context and validity.

Showcase your qualifications: Highlight relevant skills, experiences, and accomplishments that match the job description.

Demonstrate your value: Illustrate how you can solve problems, improve processes, or contribute to the success of the organization.

Get to the interview: The resume's ultimate purpose is to secure an interview, giving you the opportunity to expand on your qualifications in person.

As you begin crafting your resume, remember that clarity, relevance, and structure are essential. With this template, you are well on your way to creating a document that not only looks great but also meets ATS standards, ensuring your experience and qualifications are noticed.

Dorian J. Carter-Rodríguez (D.J.)

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Education

Doctor of Philosophy in Higher Education & Student Affairs

Graduation: May 2027

Oklahoma State University – Stillwater, OK

GPA: 4.0

- Concentration: Leadership, Policy Studies, & University Law

Master of Science in Human Relations

May 2018

University of Oklahoma – Norman, OK

GPA: 3.69

- Concentration: Human Resources Management/Organizational Development
- Advanced Programs

Bachelor of Education

May 2015

Oklahoma City University – Oklahoma City, OK

- President's Honor Roll
- Dean's List

Relevant Work Experience

Coordinator of Career Services & Outreach

September 2023 – Present

Oklahoma State University – Oklahoma City, OK

- Solely manage and implement career services programs, including personalized counseling and employment resources, ensuring seamless transitions from academic to professional settings. Conduct detailed follow-ups and maintain a high level of professionalism and confidentiality throughout the process utilizing Learning Management Systems and Applicant Tracking Systems.
- Collaborate with the Vice President of Operations to align career services strategies with the university's mission, effectively coordinating efforts across departments and managing recruitment events such as career fairs and interviews.
- Administer the Carl Perkins Federal Grant to enhance career and technical education, leveraging advanced proficiency in Microsoft Office, Excel, Word, PowerPoint, and Outlook to track, report, and manage program funding. Coordinate recruitment processes, including background checks and reference verifications, while maintaining strong vendor and staffing agency relationships.
- Engage with the Oklahoma State Regents of Higher Education's Economic Development Council to align college career development initiatives with regional economic goals. Utilize strong communication and organizational skills to drive process improvements, training recommendations, and maintain compliance with Affirmative Action outreach.

Coordinator of African American & Latinx Affairs – Sr. Academic Advisor I

August 2022 – September 2023

Oklahoma State University – Stillwater, OK

- Established and maintained collaborative relationships with various university departments and external organizations to support and advance the interests of African American and Latinx students.
- Provided one-on-one mentorship to African American and Latinx students, offering academic, professional, and personal support to enhance their university experience and success.
- Oversaw and administered scholarship initiatives for African American and Latinx students, ensuring equitable access to financial resources and academic opportunities.
- Planned and executed major campus events celebrating African American and Latinx cultures, fostering community engagement and enhancing cultural awareness across the university.
- Served as a key liaison between African American and Latinx student communities and university administration, advocating for student needs and facilitating effective communication.

Certifications

National Career Development Association

Exp. August 2027

- Cert #: CCSP20-8947536621

Professional Organizations

National Career Development Association, **Member**

March 2024 – Present

Southern Association of Colleges and Employers, **Member**

September 2023 – Present

National Academic Advising Association, **Member**

October 2022 – Present

Society of Human Resource Management, **Member**

August 2015 – Present