

PARTS OF A RESUME

- **HEADING/IDENTIFICATION:** Include your full, legal name, permanent address and phone number, with the area code, cell phone number, and e-mail address.
- **JOB OBJECTIVE:** A job objective should state what you want to do, the position you are interested in and should be employer-focused. Modify your objective to fit each employer and position you target.
- **SUMMARY or PROFILE:** (optional) a summary includes three or four bulleted statements highlighting your skills, enticing the reader to look at the rest of the resume. It supports the objective. Quantify the statements whenever possible.
- **EDUCATION:** List all your relevant education, training, and certifications. List degrees(s) awarded, school(s) attended, dates of attendance or year of graduation/completion and your program/major. List your education in chronological order, starting with your most recent first. Include your grade point average if it is a B or better.
- **QUALIFICATIONS or SKILLS:** Provide a concise list of your qualifications, skills, and accomplishments that are requirements for the position you are seeking. Use action statements to describe these and quantify whenever possible. List in order of importance. It is not necessary to identify the employment situation where these qualifications were obtained. Include computer software/hardware skills, technical skills, percent of increase in production, sales, etc.
- **AWARDS/ACHIEVEMENTS/HONORS:** You can use this as a separate category or place this information under the Education heading. This area should highlight formal recognitions, professional and academic awards.
- **WORK EXPERIENCE:** Include the name of the employer, geographic location (city and state only), position title, dates of employment, a brief statement of duties and your major contributions and accomplishments. Include military experience, internships/cooperative and volunteer experience. List these in reverse chronological order - the most recent first.
- **ACTIVITIES AND ASSOCIATIONS:** Include participation in professional associations, student government, clubs, or community activities. Include the name of the organization and any leadership roles you held.
- **REFERENCES:** Indicate that these are available upon request. Prepare a list of references on a separate piece of paper. Include the person's name, job title, phone number, name, and address of the organization. **DO NOT PUT YOUR REFERENCES ON YOUR RESUME.**

OPTIONAL HEADINGS

The following are some common resume section headings and possible alternatives you may choose from:

OBJECTIVE

Career Goal, Career Interest, Career Objective, Employment Objective, Job Objective, Professional Objective, etc.

SUMMARY OF QUALIFICATIONS

Highlights of Qualifications, Professional Summary, Profile, Qualifications, etc.

EDUCATION

Academic Background, Academic History, Academic Training, Educational History, etc.

WORK EXPERIENCE

Clinical Experience, Computer Experience, Employment, Employment History, Experience Highlights, Internships, Summer Work, Practicum Experience, Professional Background, Related Experience, Sales Experience, Volunteer Experience, etc.

ACTIVITIES

Athletics, Campus Activities, Campus Involvement, Civic Involvement, Community Activities, Community Service, Professional Activities, etc.

SKILLS

Accomplishments, Areas of Expertise, Areas of Knowledge, Certifications, Qualifications, Special Skills and Training, Professional Development, Professional Skills, Professional Training, Technical Tools, Workshops, Accounting Skills, Computer Competencies, etc.

PROFESSIONAL MEMBERSHIPS

Associations, Memberships, Professional Affiliations, Societies, etc.

PUBLICATIONS AND PRESENTATIONS

Articles in Progress, Concerts, Conference Presentations, Current Research Interest, Publications, Presentations, Writing Experience, etc.

HONORS

Achievements, Awards, Distinctions, Recognitions, Scholarships, etc.

MILITARY EXPERIENCE

Armed Forces, Military History, Military Services, etc.