

Contents of a Resume

Heading. Include your name, address, zip code, e-mail address and telephone number with area code at the top of the first page. Only your name should appear on subsequent pages. If you are moving soon, add a second or permanent address. Make sure your name is in a larger font size, but not so large that it is distracting.

Objective. The objective should be included in your resume if you can be specific about the position and the field in which you are seeking employment. Otherwise, omit it. In the objective statement, it is to your advantage to use key words, skills and phrases mentioned in an ad for the position or in a conversation with a potential employer. See samples.

Summary of Qualifications. This section should summarize the skills and experience you most want to present to a prospective employer. This section can be used instead of or along with an objective statement but is not necessary to have. If you choose to include this section, it should generally be four to six phrases in bulleted form.

Education. List your most recent degree and date of completion first. If your graduation date is over one month in the future, indicate that the date is “projected.” *Do not list your high school.* GPA may be listed only if it is above a 3.5. You may also want to include Class Highlights in order to describe courses that are specifically relevant to the types of jobs you are seeking.

Experience/Skills. Include your job title, the name of your employer, city and state, followed by dates of employment. Next, describe your contribution to the position and/or responsibility assumed. Quantify whenever possible and use action verbs to begin your statements (*see action verb list on following page*). Use a present verb tense only when describing a current position. This should not be a job description, but instead should describe your accomplishments and results.

Activities, Honors and Awards. This section would include university and/or community activities, offices held, scholarships and other related honors. For clarification it may be necessary to give short descriptions of the nature or purpose of some of the organizations, awards, honor societies or service organizations. Only include scholarships that are based on merit, not financial need.

Skills. In this section inform the reader of any unique, relevant or necessary skills that you have but are not reflected in the other sections of your resume. For example: foreign languages (conversational, fluent, bilingual), computer applications, certifications, etc.

Other Sections. If the above list of sections does not precisely fit the needs of your resume, you may want to try one or more alternative sections. Creativity is applauded if it will better portray what you can offer an employer.

References. This should be on a separate sheet of paper that matches the font/format of your resume and cover letter. You should always secure the permission of anyone you choose to use as a reference before giving his/her name. Good references might include professors, advisors or employers. Be sure to list your references in order of how well they know you and include their name, title, company, city, state, zip, phone, and email address if appropriate. Never use relatives for references.