



## Resume Components

### I Identifying Information

This section includes your name, address, phone number(s), and electronic mail address (if available). Some people choose to include their contact information for both home and campus to ensure quicker contact with employers. Do not include date of birth, marital status, health, or other personal information that is not job-related. Personal information of this nature may even cause some employers to disqualify you from consideration.

#### Tips

- Bold your name, may catch the readers' attention
- Include both your current address and a permanent address if you plan on moving within six months.
- Create a professional outgoing message on your answering machine or voice mail.
- Use an email address that has your name as part of the address, this will be easier for employers to find you in their inbox or outbox.
- Spell out everything, no abbreviations.

### II Objective

Including your objective is a good way to highlight a specific skill that you bring to the job, to indicate a true career focus, and to specify a job position for which you are applying. It should be kept at 1 line total and is an optional section (Consult with a career counselor about whether to include it or not, as a general advise you may not need one).

#### Tips

- Tailor your objective to the company that you are applying for.
- Sometimes if you are not responding to a specif job ad , it is usually better to specify the field or industry rather than a specific job title.

### III Education

You should list this information in reverse chronological order, with the expected or most recent degree first. Include the institution (bold font is recommended), location, degree, academic major, and date of completion for each educational accomplishment.

#### Tips

- It is advisable to specify major and minor fields of study, and to list courses of particular relevance to your job objective.
- Special achievements or honors can be included in this section or in a separate section (usually titled, Honors & Awards)
- If you have a strong G.P.A., list it. At least above a 3.25. You may want to include your major GPA if your cumulative GPA is not as competitive.
- Spell out months.
- Excellent section to include your international education experience if desire. You may include it as a separate section too.
- Excellent section to also include any type of certification or dates when they will be obtained

#### **IV Work Experience**

Begin with your most recent experience and list the employer/organization/institution, location, job title, and description for each position in reverse chronological order. Begin each description with a skill or action verb and avoid using "responsible for", "duties include", and "worked on" as part of your description. Use either past or present tense as applicable and keep your format consistent. You should always include non-paid experience if it is in any way related to the job you are pursuing.

#### **Tips**

- The more that a past experience is related to the work you are seeking the more space you should allot to its description.
- When possible, note any achievements or key lessons learned from your experiences.
- Highlight what you have done in a concise, powerful, action-oriented way.  
**Winning formula: Verb + subject + outcomes**
- To highlight outcomes you may want to use the prepositions “to”, “for” or a word that ends in \_\_\_ing (e.g. resulting in...)
- Since position titles usually do not do justice to the work performed, it is advisable to highlight the functions for which you were responsible.

#### **V Additional Skills**

Summarize your academic skills, along with any related work skills in a “Skills” section on your resume. This will quickly show an employer a qualitative summary of the skills and experience you have to offer.

#### **Tips**

- You may want to bold the skills to highlight them and capture the reader’s attention
- You may want to include some experiences in this section that you still want the employer to know about and that is not worth to expand them in the “work experience” section.

#### **VI Other Optional Section Headings**

Campus Activities, Academic Service, Professional Memberships, Community Service, Honors & Awards

#### **Tips**

- List the experiences in reverse chronological order.
- This section can also be utilized to highlight your international experience.

#### **VI References available upon request**

<b>COMPONENT</b>	<b>BASICS</b>	<b>COMMENTS</b>
<b>Identifying Data</b>	Name, address, email address, phone number/message number should be at the top of the page (include area codes and zip codes).	Be sure that any message on your personal machine is appropriate for the ears of a potential employer.
<b>Job Objective/Background Summary/Profile</b>	If using a job objective, this is a brief description of the type of position desired. If using a background summary, this is the part of your resume that summarizes the most important skills, experiences and personality traits you have to offer a prospective employer.	If using a job objective, be sure to use the job title in your objective statement. If using a summary, be sure to tailor it to the specific job you seek and provide a unique commentary on who you are and what you can do. This four-to-six phrase section should capture your professional essence.
<b>Experience/Work History</b>	Paid, volunteer, military, internships, practicum, etc. Emphasize duties, responsibilities, skills, abilities and accomplishments appropriate to the position for which you are applying. Note the job title, employing organization (including city and state), and the dates of employment	In addition to describing job functions, identify your achievements and contributions (for example, a procedure you streamlines, or a new service you provided). Experience need not be paid to be included here.
<b>Education</b>	Name of schools, city and state of school(s) attended, major, degree received, and graduation date.	Should be listed in reverse chronological order (most recent education first). Additional training, certificates, or licenses you have received may either go under this heading or under a separate one.
<b>Skills and Abilities</b>	Foreign languages, computer skills, office skills, or transferable skills not mentioned elsewhere in the resume.	
<b>Research, Publications, or Presentations</b>	Briefly describe relevant research projects. List articles, papers or books that have been published.	
<b>Professional Affiliations or Activities</b>	In order of importance, list professional associations, organizations, and committees in which you have participated. List any office that you held.	Include activities and interests that show leadership, initiative or pertain to your career interests. Employers regard your ongoing commitment and contribution to these groups as both a confirmation of your competence and a proving ground of your talent.
<b>Community Involvement/Volunteer Activities</b>	List offices held organizations, projects and skills/abilities demonstrated.	
<b>References</b>	Although a common closing phrase "References Available Upon Request" is not necessary.	When you are asked for references create a separate page with the word "References" at the top. List the names, titles and contact information. Try and use people who know about your work-related abilities. Former employers, supervisors, or faculty are good choices for references.