

Résumé Content Suggestions

Parts of a Résumé

Listed below are the basic categories contained in a résumé:

- Begin to collect information for these categories
- There are several types of resumes that you can choose from in order to highlight your experience and skills
- Résumés can be formatted according to your style, career choice, and variety of information.
- Information on the résumé needs to be accurate and honest. Spelling needs to be correct.
- Start each listing with a descriptive action word.

Contact Information

This is the résumé heading and should contain the following information:

- Name (Bold and Capitalized)
- Address (Use Current and Permanent if transitioning)
- Phone Number
- Professional E-mail Address
- Web Page (If Available)



Career and Job Objective

Write a brief statement telling the reader what type of position you are seeking:

- Consider the employer's perspective as well as your own.
- Make the objective as specific as possible.
- Customize the objective for each position you are applying for.
- Focus your resume to reflect skills and experience that support the responsibilities required of the position.

Education

List only the colleges from which you have graduated or will graduate. Once you've graduated from college, do not include high school information:

- Include name of degree, special certifications, major(s) and minor(s) pursued.
- List graduation date (month, year) or anticipated graduation date (month, year)
- Add grade point average (GPA) only if it is higher than 3.0

Professional or Related Experience

This is the most important section of the résumé and usually the longest:

- Start with you present or most recent position and work backwards.
- Detail only the last four or five positions or employment covering your college years unless earlier experience is relevant.
- For each position listed include the following:
 - Job Title
 - Company Name
 - City, State, and Start/End date (month/year)
 - List Skills, Duties, Specific Responsibilities using descriptive action words.
- List all relevant experience both paid and unpaid.
- Include Volunteer, Community Work, Leadership Activities and Titles (or make a separate heading).

Computer and Technical Skills

Highlight your strengths and list all of the software programs you can operate:

- List as a suite package or individual software titles.
- Include certifications such as CPA, First Aid, etc.
- Include POS operating systems, if relevant.

Additional Headings

Share additional, relevant information or skills that demonstrate your abilities or accomplishments. These can be personal to reflect your style and interests:

- Internship, volunteer, leadership experiences and activities.
- Summary of qualifications and skills.
- Extracurricular activities, presentations, publications, awards, recognitions, honors, and awards

References

Provide contact information for 3-4 people on a separate sheet of paper titled *References* who are familiar with your academic or work experience, and identify how they know you (professional, academic, personal):

- Use former employers, professors, or college staff.
- Do not use childhood friends or relatives. Only one reference (if that) should be personal.
- List their name, company, title, address, phone number, and professional e-mail address.
- Always ask references for permission for listing them.

