

Suggested Resume Components

1. **Name, Address, Phone, Email address:** Include your email address if you check it frequently. Create a new account if your email name is not appropriate for professional use. (Hotbabe@aol.com is not professional.) Also make sure the message on your answering machine is appropriate.
2. **Objective:** Also called the Occupational Objective, the Professional Objective, the Employment Objective or the Career Objective. State the functional area (“position in sales”) or skill area (“position using my math and communication skills”). May state work environment you desire also (“in the human service industry”). May state the level (“internship,” “trainee,” “entry-level”).
3. **Summary of Experience:** Typically used for individuals with extensive work experience in a particular field. Otherwise, skip this. State in two or three sentences or phrases your entire employment history. Helpful when wanting to leave options open and when you have had more than one career path. (“Nine years in insurance claims including four years of group training presentations; three years of promoting local community productions; currently candidate for Masters Degree in Counseling Psychology.”)
4. **Education:** List institutions from which you have received a degree or certificate, most recent first. Do not include high school unless you are a recent graduate. Include name of degree, date of degree, major and minor, GPA if a 3.0/4.0 or better (overall or in major), name and location of institution. Graduate students typically do not include GPA. At the Masters level of education, the assumption of commitment to your studies and above average performance is made. May include academic honors (Dean’s List, “Scholars Program”) here or in a separate category. When work experience becomes as important as academic degrees, consider removal of GPA and honors at this time, and moving this section below work experience.
5. **Employment History/Professional Experience/Work History:** List employment, (may include internships here or in a separate category) in reverse chronological order. Include your title, name and location of employer and dates of employment, usually by year not by month. If using chronological format, describe your accomplishments in each job using action verbs.
6. **Miscellaneous:**
 - a. **Special Abilities** - Include fluency in foreign language, specialized computer knowledge, and certification or licensing you may hold, information about any papers you have had published. Important abilities should be noted early in the resume.
 - b. **Computer Skills** – No matter what type of job you are looking for, you should list your basic knowledge of specific computer software programs.
 - c. **Extracurricular Activities, Civic or Community Volunteer Work** - List organizations and positions of leadership. Do not include high school activities. May want to include more information such as dates of membership or involvement, information about the organization and/or your responsibilities. If you are an experienced worker, unless these

activities relate directly to your work, you will probably not include this section.

- d. **Professional Affiliations** - Include membership in organizations related to your career field. If you are unsure of the appropriate organizations to join, check with your academic advisor, the Career Services Office or see the Encyclopedia of Professional Organizations. Professional membership(s) show commitment to your field.
 - e. **U.S. Armed Forces Veteran** - If you are a veteran, include this.
- 8. References:** Generally not included on the resume. You should have permission from 3 to 5 people to serve as your references. Solicit references that know you in an academic setting and a work/volunteer setting. Ask people if they are willing to provide a *good* reference for you. Give each reference person a copy of your resume. You may want to mention the particular strength or skill that you would like the person to reference in their letter.