

Resume Content and Structure

Follow these guidelines concerning what your resume should include and how it should look...

Personal Information

- Name
- Address, Phone, and Email

Career Objective Statement (optional)

- Include the type of position or occupational field you wish to enter, your special interests, skills, and experiences or immediate and long-term goals.
 - *Example:* Advising position using student service experience and a proven ability to apply excellent communication and interpersonal skills.
 - *Example:* Assistant Product Manager position using business education, marketing experience and well-developed communication and organizational skills.

Education

For Educational Institutions, include

- Institution name, city, and state;
- Post secondary degree(s) received and date earned or dates enrolled (place in reverse chronological order). Include major, minor, area of concentration or specialization;
- Significant job-related secondary education experience.

For Educational Highlights (optional), include

- Major courses, special projects, thesis, research projects;
- Honors, awards, scholarships, overall and/or major G.P.A. if over 3.0;
- Relevant extracurricular activities. (This category may be a separate section or divided into subsections depending on the type of information presented.)

Experience/Work History

- Include employment, fieldwork, student teaching, internships,

volunteer work, etc.

- List position title, employer or setting, city, state, and dates held (in reverse chronological order)
- Emphasize responsibilities, accomplishments, and skills.

Other Important Information (optional):
“Accomplishments,” “Skills”

This category may be separate sections and titled according to the type of information presented.

- Certifications, licenses, publications, presentations, research
- Memberships, professional associations, military or community service experience
- Computer skills (software and hardware), languages, etc.

References (optional)

- Include a statement indicating that references are available upon request.
- Never include names of references on the resume. If an employer requests a list of references, enclose a reference sheet.
- For more on references, see our [Reference Sheet](#) page.

Sources:

“Preparing your Resume for the Internet and Posting it Online.” [The Riley Guide: Resumes and Cover Letters](#). 10 Mar. 2001. www.dbm.com/jobguide/eresume/.html.

“Resume and Cover Letter Writing.” University of Wisconsin at Milwaukee. 10 Mar. 2001. www.uwm.edu/Dept.CDC/resume-index.htm.