

Resume Content Guidelines

As you begin to develop your resume, keep your strategic career goals in mind. Choose a resume layout and order your categories within the resume in a way that best displays your qualifications. Describe your accomplishments, leadership roles and skills that have been developed through your academic, professional, or volunteer experiences.

The following list of **CATEGORIES and/or sub-categories** should be considered in the development of your resume. Not all of the categories outlined below will be appropriate for everyone. The starred (*) items are essential. The others are optional, depending on whether you have significant relevant entries, what you want to emphasize for a particular job or career, and what you have space for. The list also provides a variety of ways to state similar categories. Within your “Experience” and “Education” categories, remember to list items in reverse chronological order.

***CONTACT INFO**

*Your name

*Address (Permanent and Current if applicable).

*Home Telephone (and Business telephone, fax, and email address if appropriate).

CAREER OBJECTIVE:

An objective may be omitted, especially for the Resume Book. Include one only if your career goals are very specific or when changing careers to show clear direction to an employer. It may be more appropriate to address your specific career goals in each cover letter.

SUMMARY, CAREER SUMMARY, CAREER HIGHLIGHTS, PROFILE, PROFESSIONAL PROFILE, SUMMARY OF QUALIFICATIONS, AREAS OF EFFECTIVENESS, PROFESSIONAL SUMMARY, or ACCOMPLISHMENTS:

A brief paragraph or list of general accomplishments that meet the requirements of positions you are seeking. Describe your overall achievements such as “An MBA in Finance and a Bachelor of Business Administration in Accounting with five years experience in the Health Care Industry. Demonstrated quantitative, statistical and computer skills including SAS, Excel, Access, Quattro Pro, and in a Windows 95 environment – Word 97 and WordPerfect 6.1. Ultimate goal to achieve a career in finance or consulting.”

***EDUCATION:**

Specify **each degree, university, city, state, major/concentration/specialization, minor, degree honors, date**. Do the same for all degree-granting colleges/universities. Do not include previous colleges attended that did not grant a degree. However, study abroad programs are usually of great interest to employers. (Remember that your degree is a “Master of Business Administration”, not “Master’s of ...”, and the same for “Bachelor of Science”, not “Bachelor’s of Science”). Omit high school. State month and year for your current degree, and only year for previous degrees. If you plan to graduate within the academic year, do not use “anticipated,

expected, etc.”. It is optional for you to include your GPA. Any in-service training or other professional training usually does not belong in this category and may comprise another category.

RELEVANT COURSE WORK, FINANCE COURSE WORK, MARKETING COURSE WORK, etc.:

COURSE WORK may be listed within the EDUCATION Category or as a sub-category. At the MBA level, it is usually not necessary to include course title listings, however for people with little work experience related to their major and career direction, it may strengthen the resume while seeking a summer internship or full-time job.

ACADEMIC HONORS, HONORS, or AWARDS:

Honors may be listed within the EDUCATION Category or as a sub-category. Highlight achievements such as scholarships, Dean’s List, Graduate Assistantships, Teaching Assistantships, degree honors, community awards/achievements, or professional awards.

SPECIAL PROJECTS, RESEARCH PROJECTS, RESEARCH, MAJOR PAPERS, MARKETING PROJECTS, FINANCE RESEARCH, GRADUATE OR MASTER’S THESIS:

Highlight significant relevant classroom learning experiences such as research projects, independent study, special presentations, major papers. Explain in detail the topic, the skills used, and the results of the study. If you have had little related experience to the desired career field, perhaps by detailing academic projects you will help bridge the gap. You may bullet each block/paragraph of information within this category, and be sure to use quotations for titles.

ACTIVITIES, COMMUNITY ACTIVITIES, LEADERSHIP, CAMPUS ORGANIZATIONS, COMMUNITY ORGANIZATIONS:

Highlight significant achievements including the name of the organization, leadership positions, committee work, student newspaper, and sports activities/championships. You may use a list format or describe your accomplishments in the format that is followed in your work experience.

***EXPERIENCE, PROFESSIONAL EXPERIENCE, WORK EXPERIENCE, VOLUNTEER EXPERIENCE, ADDITIONAL EXPERIENCE, FINANCE/MARKETING/ACCOUNTING/TECHNICAL etc. EXPERIENCE, CORPORATE EXPERIENCE, OTHER EXPERIENCE, INTERNSHIPS, SELECTED EXPERIENCE:**

Use one or more of these categories to prioritize your experience. Within each category, place jobs in reverse chronological order. Include the following: *employer, city, state, job, title, (department name is optional, include if helpful to your goal), and dates. Do not include street addresses or zip codes.* Decide if you want to lead with your employers or titles and be consistent throughout the resume. To describe activities and accomplishments, use either list format (with bullets) or block format. Always use abbreviated phrases and try to begin with action verbs. Do not use the first person or complete sentences.

***SPECIAL SKILLS, SKILLS, ADDITIONAL QUALIFICATIONS, TECHNICAL SKILLS, COMPUTER SKILLS, COMPUTER KNOWLEDGE, FOREIGN LANGUAGES, CERTIFICATIONS:**

These can be separate categories or listed under special or related skills. Indicate your hardware and software knowledge and programming languages, fluency in or knowledge of foreign languages, other technical skills, certifications or professional licenses.

INTERESTS, ADDITIONAL INFORMATION, SPECIAL ACHIEVEMENTS, PUBLICATIONS, PRESENTATIONS:

Be specific and list activities to which you devote considerable time or in which you excel. You may wish to mention that you “Financed 80% of your undergraduate/graduate education through scholarship and part-time or full-time employment” or another major achievement. List extensive travel accomplishments, papers or articles published. This category may represent to the employer your cultural, international, or global interests.

REFERENCES:

Usually NOT included. It is recommended that a “Reference List” of three to five professionals or supervisors with titles, addresses, and phone contacts be listed in block format with a heading similar to your resume on a separate page.