

Recommended Resume Structure

Identification

It is essential that a potential employer can reach you.

This section should include your name, address, phone number(s), and e-mail address. If a college student, this section might also include a school address and a permanent home address.

Job Objective

A job objective is optional and should only be included for new college grads and those changing careers. Otherwise, use your cover letter to show your career interests and job objective.

If you do use an objective, make sure your objective explains the kind of work you want to do, and keep it between two to four typed lines.

Key Accomplishments

Some resume experts are suggesting adding a section that highlights your key accomplishments and achievements. Think of this section as an executive summary of your resume; identify key accomplishments that will grab the attention of an employer.

This section should summarize (using nouns as keywords and descriptors) your major accomplishments and qualifications

This section can also be labeled "Professional Profile," "Summary of Accomplishments," "Key Skills," "Summary of Qualifications," or "Qualifications."

Education

For new college grads, this entry should be your next. For others with full-time work experience, this section should follow your experience section.

This section should include school(s) attended (including years of attendance), majors/minors, degrees, and honors and awards received.

For new grads only: There appears to be a growing trend of employers wanting your GPA in this section. If you decide to do so, make sure to use the GPA that puts you in the best light -- either overall GPA, school or college GPA, or major GPA.

Professional Experience

This section can also be labeled "Experience," "Work History," or "Employment." We like using experience -- especially for new college grads, because experience is broader than work history, allowing you to include major school projects that showcase your skills and abilities.

This section should include company name, your job title, dates of employment, and major accomplishments. List experiences in reverse chronological order, starting with your most current experience.

List your accomplishments in bullet format (rather than paragraph format). Avoid discussing job duties or responsibilities.

If you don't have a lot of career-related job experience, consider using transferable skills to better highlight your work experience.

Finally, make sure to make use of action verbs when describing your accomplishments.

Affiliations/Interests

This section is optional; include only if you have room on your resume for it. Items from this section are often used as an ice-breaker by interviewers looking to start an interview on an informal basis.

This section should only include professional memberships and non-controversial activities/interests.

References

Many experts say this section is passe, but if you have room, include it. If nothing else, this section signals the end of your resume.

This section should only include a statement saying references are available upon request.

Do **not** include the names of your references on your resume