

# RESUME CONTENT

FEATURE	DESCRIPTION	COMMENTS
<b>Personal Data</b>	Name, address, email, and telephone. Include web page if you intend on employers viewing it.	If you use a nickname, include it with your full name. For example: Edward (Eddie) Williams, or Yi-Ling “Susan” Huang. <b>Make sure that your voicemail, email and web site content is appropriate for a potential employer.</b> Cell phones are acceptable. Be sure to include zip codes and area codes.
<b>Education</b>	Name of school, major degree received, graduation date or expected date	If you attended more than one school, list the most recent school first. Do not list high school. You only need to include schools where you received a degree or expect a degree (i.e. AA, BA, BS, MA, MS, PhD, etc). Include any relevant coursework applicable to desired position. Include GPA if above 3.0.
<b>Experience</b>	Paid work, volunteer work, internships and military work. List the employer name and job location, your job title, and dates of employment.	Start with most recent job first. Highlight skills and accomplishments relevant to desired position See page 5, “How to Write An Accomplishment Statement”
<b>**** OPTIONAL FEATURES ARE LISTED BELOW ****</b>		
<b>Job Objective</b>	One sentence that includes the position desired and industry title.	This should be listed under your personal data and above your education. In the objective, you may also refer to your skills that are relevant to the position.
<b>Skills &amp; Abilities or Summary of Qualifications</b>	Transferable skills, foreign languages, computer skills, office skills, lab techniques not referred to somewhere else in the resume.	This can go above experience or below experience. List whether your proficiency in the language: i.e. fluent in Mandarin, conversational Spanish, or read and write French.
<b>Activities</b>	List any collegiate athletics, campus activities, student organizations, professional associations and committees that you are associated with. Include dates of affiliation and list in reverse chronological order.	Highlight activities that are relevant to your desired career and demonstrate leadership involvement.
<b>Volunteer or Community Engagement</b>	List volunteer projects.	You may not want to list specific political or religious organizations names. Instead use broad phrases like church organization or county/city/state officials.
<b>Honors</b>	Deans list, honor societies, scholarships, magna cum laude	Do not include high school honors. This can be listed as its own section or under Education.
<b>International Experience</b>	Include Study Abroad, or if an international student college education outside the United States.	This can be included under Education as well or its own separate section.