

Résumé Explanation

Preparing your Résumé

The following is what can appear in your résumé. If there is an asterisk next to the topic that means that it is something you will definitely want to include in your résumé. Your résumé does not have to appear in the order listed below.

***Contact Information**

Include your current address, phone number, and professional e-mail address.

Objective

State the job in which you are applying.

OR

Professional Summary

This is a short paragraph (3-5 sentences) about your professional history. This is ideal for a person who has a lot of experience and is staying in the same field.

***Education**

Include the school, location, degree/ certificate (spell out Associates of...), and date you received the degree or when you anticipate receiving the degree (for example: Anticipated June 2010). You do not need to put your high school degree on a résumé. Only put your GPA if it is higher than a 3.3.

***Related Experience/ Work Experience**

Put experiences (paid or unpaid) where you gained transferable skills for the job in which you are applying. Put this information in reverse chronological order (most recent goes first). For your current job, use the present tense. For former jobs, use the past tense. Use action verbs to describe your duties and accomplishments and think about the transferable skills you will bring to the job. Bullets are easiest to read. Include your position title, the Company name, the city and state of the job, and dates of employment (either month and year or just year).

Skills/Abilities/ Qualifications

List the skills that the employer is seeking and you have. It's a fast, easy way to show you are a qualified candidate.

Other

Include other information that is relevant to the job in which you are applying.

