

Sections of a Resume

The sections on your resume will vary, depending on your background and experience.

Here are various sections to consider when developing a resume:

IDENTIFICATION

- Name, address, phone, email
- include school and permanent information, if different

OBJECTIVE

- Helps to focus resume. This is not a required section. If you do not use one, be as specific and focused as possible in the opening paragraph of your cover letter.
- If using this section, it should be targeted to one specific field or type of position.
- Do not use "seeking a challenging and exciting job using my skills".

Good examples of an objective are:

Seeking a position in biological research using my scientific and laboratory skills.

Seeking a legal assistant position.

Management trainee in commercial banking.

EDUCATION

- List school(s), city, state, date of graduation, degree, major.
- Emphasize educational experiences which illustrates your interest and ability in the position you are seeking— research project, senior thesis, relevant classes.
- Include study abroad or attendance at other school's (summer, transfer) as a separate listing within this section.
- Consider including honors, awards, GPA. Some may consider having a separate Honors & Awards section, if appropriate.
- List High School if appropriate and depending on space.

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EXPERIENCE/RELATED EXPERIENCE

- Include any position with skills geared to your objective. Organizations want to know that you have worked regardless of the direct connection to the job you are seeking. It shows responsibility and initiative.
- This section can include summer, part-time, volunteer, internships, and /or work-study jobs.
- When including items in this section, list the title, organization, city, state, date
- It is important to include descriptions using active verbs! This way, the reader will know what you did. On a resume, you do not include pronouns. The rule is to start the sentence using the action verb. In the description, make sure to emphasize your major accomplishments.

Examples:

- Increased membership by 30%. Organized membership campaign utilizing phone, internet and referrals.
- Coordinated conference for 30 people. Organized 15 seminars with 30 presenters.
- Wrote weekly articles for membership newsletter.

ACTIVITIES

This section can include clubs, organizations, sports, community activities, and interests.

If you were actively involved, use descriptions! The skills and experience you gain in an activity are just as valuable as ones gained from paid employment.

Examples:

- Member, Customs Committee, Haverford College 2012-2013
"Selected and trained 20 students to lead new student orientation. Received extensive training in mediation and listening skills."
- Editor, Bi-Co News, Bryn Mawr and Haverford Colleges
"Write 2-3 articles per week for weekly newspaper. Supervise 5 writers and edit 10 articles on a weekly basis. Oversee \$10,000 annual budget."

SKILLS

This section is optional and should only be used to highlight specific, pertinent technical abilities, including such items as foreign language, computer languages, software or hardware, media equipment, etc.

Examples:

SKILLS

Languages: Fluent in Spanish, Proficient in Italian

Computer: Microsoft Word, Excel, Filemaker Pro, Photoshop

LABORATORY SKILLS

Equipment: a, b, c, d

Techniques: x, y, z