

Resume Categories

REQUIRED CATEGORIES

CONTACT INFORMATION

Include name, address, phone, email

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OBJECTIVE/SUMMARY OF QUALIFICATIONS/PROFESSIONAL PROFILE

Brief statement indicating a specific job goal. May also highlight relevant skills. Think what you can do for the employer, not what the employer can do for you.

Ex. To obtain the student assistant position at Mills College Career Services utilizing my strong organizational and event planning skills.

EDUCATION

Name of school, degree, major(s), anticipated graduation date. Include coursework if relevant to the position, include study abroad experiences.

Mills College, Oakland, CA

Bachelor of Science in Environmental Sciences, anticipated May 2013

EXPERIENCE

Include paid, volunteer or military experience. Note the organization, job title, and dates of employment. Emphasize duties and accomplishments appropriate to the position for which you are applying. List all experiences in reverse chronological order. Do not include salary or supervisor's info.

You may also divide this section into specific categories: RELATED EXPERIENCE/ADDITIONAL EXPERIENCE/LEADERSHIP EXPERIENCE/INTERNSHIP EXPERIENCE/INTERNATIONAL EXPERIENCE/ETC.

Upward Bound, Montebello, CA

Tutor, September 2007-May 2009

- Improved students academic performance through use of effective interpersonal skills and monitoring student progress

OPTIONAL CATEGORIES

ACTIVITIES

List student activities, committees, professional associations--describe any leadership roles or special projects

RESEARCH/PUBLICATIONS

Describe relevant research projects and any posters, articles, papers or books published

PROJECTS

Elaborate on relevant projects completed for a class

SKILLS

Computer skills, lab techniques, office skills, or language skills

COMMUNITY INVOLVEMENT/VOLUNTEER SERVICE

Describe involvement, leadership roles, and developed skills

PROFESSIONAL ASSOCIATIONS

List any involvement with professional associations

HONORS

May include academic honors, honor societies and scholarships

LANGUAGES

Include the language and level of proficiency, for example, fluent (native or non-native) or conversational, spoken and written