



**Résumé Elements**

Heading	Name, Address, Phone, E-mail Address Use the most reliable contact information you have. Be sure your e-mail address is professional in its connotation. Pick an easily legible, stylized font. The name should stand out (one font size larger or bold).
Qualifications Summary*	Bullet points of the top 3-5 qualifications you have for a specific job you are applying for. Refer to the job description and use their language when referring to your skills/qualifications.
Education	Name of Institution, City, State Degree (spelled out), Major, Minor, Month, Year of Graduation (or anticipated graduation) GPA (If 3.0 or above) List highest level of education first. Don't list high school or transfer institutions (unless you are applying to that institution).
Experience	Name of Organization, City, State, Job Title Month, Year of Employment - Month, Year of End Date Detailed description of responsibilities List most recent experience first. Include paid, volunteer, internships, practicum experiences, fieldwork, student athlete, offices held in organizations. Don't list high school experience unless it is fantastic and really relevant to the specific job you're applying for. If functional résumé, do not include description of responsibilities, put that information into Skills section.
Skills	Functional: Group skills relevant to the position you are applying for by looking at the job description. Be specific and detailed. Do not write: Excellent Teamwork Skills. Do write: Excellent teamwork skills in groups ranging from 3-15 co-workers on large scale and smaller management defined projects. Chronological: List special skills such as advanced level computer programs or foreign language skills. Tailor to job description: List any skills you have that are specifically requested in the job description.
Certificates/Trainings *	Name of Certificate/Training, Organization where you obtained certificate/training, Year obtained List relevant CPR certification, diversity trainings, food safety, emergency procedures, sexual harassment trainings, etc.
Awards & Honors*	Name of Award, Organization which granted the award, Date(s) of Award
Activities*	Name of Club/Organization, Institution Club/Organization is affiliated with, Position held (Member, Treasurer, etc.), Month, Year of Participation Include clubs, social organizations, honoraries, athletics, student body offices, etc.
International Experience*	Name of Institution Attended or Organization Worked For, City, Country, Month, Year when you were there, Job Title Description of work experience, classes attended, language experience as applicable. If you were in study abroad, your title is Study Abroad Participant.
Professional Memberships*	Name of Association, Position Held (Student Member, etc.), Month, Year of Start in Participation – Month, Year of End (List "Present" if still active.)
Military Service*	List Rank, Separation Dates (or current status), special trainings and/or skills obtained during service
Presentations*	Name of Event, Name of Institution/Organization where presentation took place, Month, Year of Presentation, Type of Presentation (poster, oral, panelist, moderator)
* Indicates optional section	