

What to include on your resume...

WHAT IS A RESUME?

- ◆ It's a brief history of your accomplishments that you prepare for potential employers.

PERSONAL HEADING

- ◆ Full name
- ◆ Complete address
- ◆ Telephone number
- ◆ E-mail

OBJECTIVE OR PROFESSIONAL PROFILE

- ◆ Professional statement to the reader (it must be measurable)

EDUCATION/TRAINING

- ◆ Names and location of schools or programs
- ◆ Dates of attendance
- ◆ Degrees, certificates or licenses awarded
- ◆ Major
- ◆ Grade-point-average
- ◆ Honors, awards, scholarships or elective offices

WORK EXPERIENCE (FULL-TIME, PART-TIME, SEASONAL OR VOLUNTEER WORK)

- ◆ Names and locations of employers
- ◆ Dates of employment
- ◆ Job titles
- ◆ Duties and major accomplishments

ACTIVITIES/SPECIAL SKILLS

- ◆ Interests and activities that demonstrate job-related skills (leadership, organization, etc.)
- ◆ Personal accomplishments (for example, "paid my own way through college")
- ◆ Special abilities, such as specific computer skills or knowledge of a foreign language

A GOOD RESUME GETS RESULTS!

- ◆ GATHER all the information you need.
- ◆ USE the right form and tone.
- ◆ KEEP it neat.
- ◆ PREPARE an effective cover letter.
- ◆ GET HELP if you need it.