



## Professional Résumé

A résumé provides a list of your qualifications based on your experiences. Résumés can be organized in chronological order or in order of skills, and some résumés are a blend of the two. All résumés should be clearly organized, professionally designed, consistently formatted, specific, easy to read and navigate, and free of errors in grammar and punctuation. Before sending your résumé, check the job posting for the company's preferred file format (PDF, Word document, etc.), and identify keywords and phrases listed in the posting to include in your résumé. Many companies will scan your résumé for specific keywords related to the position, and they will eventually print your résumé for closer examination. Keep your margins wide for printing, and test your format by printing and examining a copy before submitting your résumé. Make sure that all of your sections and lists are parallel in both the print copy and the digital copy.

1. **Identifying Information:** Include the following:
  - A. Full name.
  - B. Address.
  - C. Phone number.
  - D. Email address.
  
2. **Objective/Summary of Qualifications:**
  - A. The objective or summary of qualifications should be short and based on the job ad.
  - B. Some companies do not want the objective or summary of qualifications, so you will need to check the job posting.
  - C. New graduates usually state their objectives, and candidates with more skills and experience typically summarize their qualifications.
  - D. The summary of qualifications is typically 3-5 sentences.
  
3. **Education:** List the following in reverse chronological order:
  - A. Institution.
  - B. Location (city and state).
  - C. Degree completed or soon to be completed.
  - D. Dates attended.
  - E. GPA.
  - F. Courses taken that are relevant to the position.
  
4. **Honors and Awards:** List the following in order of importance:
  - A. Title of the award.
  - B. Institution or organization from which you received the award.
  - C. The date you received the award.
  - D. A brief explanation of the award, if necessary.
  
5. **Employment History:** List the following in reverse chronological order:
  - A. Name of the company or organization.
  - B. Location of the company or organization, including the address and phone number.



- C. Dates that you worked.
  - D. Positions that you held, including whether the work was full-time or part-time.
  - E. Duties that you performed.
  - F. Skills or responsibilities relevant to the position.
- 6. Interests and Activities:** List the following in reverse chronological order:
- A. Any community service that you have completed, including your responsibilities and hours.
  - B. Academic or professional clubs to which you have belonged.
  - C. Hobbies that relate to the position for which you are applying.
- 7. References:**
- A. Ask permission before listing someone as a reference.
  - B. Include the name, title, and contact information for all references.
- 8. Additional information:** In this section, you may include any of the following information:
- A. Computer skills.
  - B. Language skills.
  - C. Any other skills that are relevant to the position for which you are applying.
  - D. Military service.