

Typical Resume Categories

The following categories are to be used only as guidelines for organizing a resume. Omit any categories that are not appropriate and create others that better fit your situation.

A. Name

Type your name in normal order: first name first.

B. Current Address & Phone

Indicate your current address and phone number first. Get an answering machine or an answering service if you are not likely to be home during business hours.

C. Home Address & Phone Number

Include your permanent address and phone number. If you live some distance away, an out of town number might be listed as "collect" out of courtesy.

D. E-mail Address and Web page

If you have e-mail, you may list your address. (If you do not, get an e-mail account in any of the campus labs or on-line at the Information Technology pages from the campus web site.) Note, however, that an employer is still more likely to call you than to e-mail you. (If you list a URL for your web site, be certain that the content is suitable for viewing by anyone who sees your resume. You should include links relevant to the position you are seeking.)

E. Objective

1. It is very important that you state a career goal. Employers will not take the time to figure out what you can do for them.
2. Be as specific as possible. State your current career objective rather than long range goals.
3. Types of objectives (listed from the most preferred to the least preferred.)
 - a. Name the position: accountant, high school English teacher, translator.
 - b. Name 2 or 3 skills you wish to use: position involving counseling, research and writing.
 - c. Name the setting: position in insurance.
4. **If you are interested in more than one kind of position, you will need separate resumes with different objectives, each designed to suit the position you are seeking.**
5. If you do not know your objective, make an appointment to see a counselor in Career Development, research careers on the web, visit the career library, and speak to professionals in the fields you are considering.

F. Education

1. List your degrees and graduation dates in reverse chronological order starting with the most recent. If you attended various colleges, include only those from which you earned degrees. Omit high school.
2. Include majors, minors, and concentrations. If you took courses outside your major that support your objective better than those within your major, list those instead.
3. Include your GPA if it's over 3.0. You may note your GPA from your major, minor, or concentration — **do whatever works best for you.**

G. Experience

1. This category can include paid or volunteer work, internships, co-ops, summer and part-time jobs. If your experience is extensive, include only that information that supports your objective.
2. List your most recent position first and your first position last. Work backwards in time from the present to the past.
3. You may prefer to group experiences that support your objective in a "Related Experience" category. These experiences should be described in detail. Experiences

that do not support your objective may be grouped in an “Other Experience” category and should not be described in detail.

4. For each experience that you list, be sure to note: your job title, name of employer, city, state, and months and years of the experience.

H. Military

If you’ve served in the military, treat it as a continuation of your employment or experience category.

I. Special Projects

Research projects and independent studies that relate to your objective may be described in this category.

J. Activities

Some activities may relate to your career objective (reporter, treasurer) and may be better described in the “Related Experience” section. Other non-related activities can be noted in this category.

K. References

At the bottom of the resume, write only “References are available on request.” Do not list names.

1. Undergraduates need 3 people to serve as references. They can be employers and/or faculty/staff.
2. Ask permission of these people before identifying them as references to a prospective employer.
3. Provide your references with a copy of your resume so that they know what it is you want to do.
4. Reference letters should be written on the writer’s business letterhead and should discuss your skills and achievements as they relate to your career goal.
5. Keep the originals of all letters.
6. Inform letter writers that it is likely that they will also be called by employers.

IV. Additional Categories

(Feel free to make up others that highlight your skills.)

A. Software

List all software packages you know by name and version number, no matter what your objective.

B. Hardware

List all hardware you know by name and version.

C. Languages

1. Note all **computer languages** in which you have ability if you are a programmer.
2. If you are noting **foreign languages** in this section, be honest, but positive about your skill level. Indicate your degree of fluency by stating “reading knowledge of Italian” if you do not speak it well.

D. Published Work

If you’ve published anything in a legitimate publication, list it regardless of your objective.

E. Qualifications

Concrete statements of skills you possess, which support your objective, may be used instead of an experience or employment category if you lack directly related experience.