

Parts of a Resume

1. **Contact information:** name, current address, city, state, current phone number and email.
2. **Summary of Qualifications:** Review the job description and summarize in approximately five bullets your qualifications as they relate to the job. i.e. “Two years of customer services experience” “Proficient in Microsoft Office”. You should avoid writing one if you are lacking in skills, experience, and activity.
Or/Career Objective: Is one or two sentences long. The most effective objective is one tailored for the job you are applying for and is changed for each individual job.
3. **Education:** degree or certificate and date received, major or concentration, name of degree-granting institution, and grade point average if appropriate (3.0 or higher on a 4.0 scale). Listing other schools or colleges attended and dates of attendance.
4. **Experience:** part-time, full-time, entrepreneur, internships or volunteer. Include dates, employers, locations, position titles, and descriptions. Stress accomplishments, variety of duties performed, and progressive increases in responsibility,
5. **Special Categories:** professional honors and/or affiliations, professional certification and/or licensure, computer applications (systems and/or languages), professional development (conferences, seminars, workshops), memberships (professional and social), technical skills, technical highlights, extracurricular activities, foreign languages and/or awards.
6. **References:** not necessary to list on your resume unless needed as a space filler.