

Possible Sections to Include in Your Resume

Heading	Name, address, and phone number (including area code), and email address
Education	Listing of academic degrees beginning with the degree in progress or most recently earned. Include: degree type and area of concentration; name of institution; city and state; month and year degree was (will be) received. You may wish to include the title (using the format appropriate to your particular academic field) of your thesis/dissertation. You can include GPA, but if you do you must include it for all degrees. You may also include 'Relevant Coursework' under this heading.
<u>Experience:</u>	
Relevant/Work/Professional Experience	Listing of positions related to the work sought. Include: department, company or organization; city and state; job/position title; dates; also include a brief description of your activities/duties, using strong action verbs. List these in reverse chronological order.
Other Experience	Groupings of other experiences (including volunteer work and/or internships). Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.
Professional Associations	Memberships in national, regional, state, and local professional organizations should be listed. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.
Certifications	List relevant certifications and the year received.
Skills	Use for jobs that list skills in the requirements. Include skills based on your specialty and skill level such as computer, language, laboratory. Can include certificates in this section.

Activities:

Honors and Awards	Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.
Institutional Service	List institutional committees you have served on, student groups you have supervised, or special projects you've assisted. Include offices held.
Community Involvement	Relevant volunteer work, church work, community service organizations, etc.

Other sections:

Qualifications or Objective	A summary of relevant strengths or skills you want to highlight. Not always necessary as its own section, but rather addressed in other sections.
*Grants Received	Include name of grant; name of granting agency; date received, title/purpose of research project
*Publications	Give bibliographic citations (using the format appropriate to your academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts, this can include descriptions of recitals and art exhibits.
*Presentations	Presentations should be listed in reverse chronological order. Give titles of professional presentations; name of conference or event; dates and location (if appropriate in your discipline), and also include a brief description.
*Recent/Current Research	Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

Personal Info Do not include marital status, age, ethnicity, race, religion, birthplace or citizenship.

***On a resume, these will likely include only a selection of each element that is most relevant to the job. Consult department to learn if they should be included in your field.** You don't have to include every section, only what is relevant for the position.