

EFFECTIVE RESUME SET-UP

Name
Address
Telephone Number
E-mail Address

Professional Summary or Objective

Experienced professionals should write a brief summary that highlights qualifications and relevant experience. (Do not include documented successes in this section.)

Entry level applicants should write an objective that is specific to the position they are applying for.

Professional Experience

Company Name, Location

Dates of Employment (mo/yr)

Give a brief description of the company if needed for clarity including information on company size and industry specifics.

Your Title

- Use bullets to focus on documented successes.
- Use "active" verbs.
- Use percentages and ranking rather than dollar figures to quantify success.
- If you are not sure whether to include certain information, then you should not include it.

Begin with your most recent employer and continue chronologically using this format for all previous employment. Focus on relevant employment by using more bullets.

Education

School Name, Location

Date of Graduation

Degree, Major

- Recent college graduates may include additional information.
- Example: tuition responsibility, awards and honors, organizational affiliations.
- Include GPA only if 3.0 or higher.

Use the same format for additional degrees or educational experience beginning with the most recent or highest degree.

Other Relevant Information

Choose an appropriate title for this section. Include information that corresponds to the position for which you are applying. Market your strengths and interests when relevant for the position.