

RESUME OUTLINE

This handout is designed to help you gather the information needed to draft a resume. You may find it helpful to type this information on a separate sheet.

CONTACT INFORMATION

- Name
- Current Address
- Permanent Address
- Phone
- Email

Include the contact information where an employer will be able to reach you most easily.

OBJECTIVE (optional)

- Your objective is a concise statement of your job goal.
- Be as specific as possible
- Avoid the use of “I” and “me.”

EDUCATION

- Degree (e.g., Bachelor of Science)
- Major (Use official name of your major)
- Minor
- Name of institution (e.g., Towson University)
- Location (City/State – e.g., Towson, MD)
- Graduation month and year (May 2012)
- GPA or major GPA (if 3.0 or better)

Additional education-related information:

- Related coursework (*must* be related to the targeted position)
- Research projects or significant class assignments related to your targeted job
- Academic honors and scholarships
- Awards received

WORK EXPERIENCE

Identify the following information for each work experience:

- Name of the organization or company
- Your job title or position
- Location (city and state)
- Dates of employment (month and year)
- Three to five concise statements about your accomplishments and responsibilities in that position

Include full-time positions, internships, summer jobs, part-time and unpaid job experience

EXTRACURRICULAR ACTIVITIES & VOLUNTEER WORK

Identify the following information for each extracurricular or volunteer activity:

- Name of the organization or club
- Your role in the organization (it is ok to say “member”)
- Location (city and state)
- Dates of involvement (month and year)
- List your accomplishments and responsibilities in the organization

Avoid using abbreviations; spell out the name of the organization.

Consider including the mission of the organization if it may not be well known.

SKILLS & CERTIFICATIONS (optional)

- Computer skills (include level of proficiency)
- Language skills (indicate if fluent or conversational)
- Relevant licenses or certifications held (include explanation if necessary; expiration dates)

RESEARCH EXPERIENCE & PUBLICATIONS (optional)

- Published material or thesis papers
- Related research experience