

Jane Doe

Full Address, including city, state and zip code
Phone number • Email address

Career Objective

If you are a new graduate or have less than five years of experience, state a short, yet specific, career objective, making sure it reflects your qualifications for the particular position that you are applying for.

-Or-

Qualifications

If you have more than five years of experience, instead of including a career objective, briefly describe your professional qualifications – strengths, capabilities, and experience – in a bulleted format.

Education

Put Education first, followed by Professional Experience, if you have less than five years of experience.

- List colleges attended, city and state, degree, and major. GPA is optional.
- Mention any relevant organizations or activities that you were involved in during college.
- Include any post-graduation classes you've taken or certifications that you've earned.

Professional Experience

Put Professional Experience first, followed by Education, if you have more than five years of experience. This section should include job history and any additional applicable skills.

- List positions held in reverse chronological order.
- For each position, include dates, title, company, location, and duties.
- When listing specific tasks or accomplishments use bullet points whenever possible to make it easy to read.
- Include a few examples where you resolved a problem that demonstrates your professional expertise.
- Use specific detail and strong verbs to add impact and fully demonstrate what you've done.
- Put a positive twist on any gaps in employment – state the time period and the interesting or significant things you did during it.

Professional Affiliations

- List any professional organizations or associations that you are a member of or involved with. If you have a specific role, mention what it is and what you have done in that role.
- Include any professional awards or honors that you have received.
- Mention any volunteer work that you have in the past or currently participate in.

References

You can either state at the end of your résumé that "References are available upon request." Or, list out three or four professional references.

- If you list out your references, include their name, company, title, and contact information – phone number and email address.
- Let your references know that someone may be contacting them, so that they are prepared.