

COMPONENTS OF A RÉSUMÉ

→ CONTACT INFORMATION

should be bolded and prominent. Don't make them hunt to find how to contact you.

→ Your contact information, education, and experience **MUST** be included on your résumé.

Your Name

000 Street Address, Anytown, IL 00000
youremail@email (000) 000-0000
website url

OBJECTIVE

An objective statement is short lets the business/organization know how you will help their organization achieve their goals (focus on THEM, not on you).

FONTS: Limit your use to two (or three, at most) fonts. Instead of adding a new font, use bold and all-caps to show hierarchy of information.

EDUCATION

Your schools listed by most recent (highest degree earned) first. Include the name of the institution, date of graduation, degree or certification earned, field of study, grade point average (GPA), special test scores (if requested).

If the position requires special certification, make sure to list that under this section with the dates you earned certification.

→ Students fresh out of school with little work experience should list the **EDUCATION** category first. Others should list **EXPERIENCE** first.

EXPERIENCE

List your experience by most recent first. Include the position, employer (name and address), dates of employment, and your job responsibilities. Also include special skills you developed through this position.

If you have limited work experience, you can include volunteer services in this section. Make sure to label it as a volunteer position, though.

HONORS and AWARDS

Optional section to list any awards or honors you achieved. No need to list anything before high school. For college grads: omit high school awards; what you achieved in college will be more relevant.

DESIGN: The layout of your résumé should have a balance of text to white space. Use creative spacing and columns to achieve this balance.

REFERENCES

Name
Position/title
Name of Organization
Address
Email
Phone

Name
Position/title
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Phone

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→ Résumés should be one page. The employer should learn everything they need to about you in just 20 seconds. Put the most important information toward the top. Use columns to make room.