



RESUME CATEGORIES

Listed below are definitions and recommendations for the different sections of a resume.

- REQUIRED**
- STRONGLY RECOMMENDED**
- OPTIONAL**
- NOT INCLUDED**

CONTACT INFORMATION

See the example for necessary components.

EXAMPLE

Jonathan Husky
(973) 555-5555
Jonathan.Husky@gmail.com
www.linkedin.com/in/
jonathanHusky

OBJECTIVE

Recommended for résumés for all jobs and internships when the applicant’s experience is not extensive or the experience does not clearly match the purpose of the résumé. Objective statements clarify skills and abilities that will positively contribute to the position you are seeking. Objective statements are not included for graduate school, research positions, or scholarship applications.

EXAMPLE

Seeking a curator internship in a history museum utilizing strong communication skills, research ability, and creativity.

EDUCATION

List in reverse chronological order, highest degree at the top.

May also include:

Minor, Concentration, Relevant Courses, Study Abroad, Honors, Dean’s List, GPA, Certifications

EXAMPLE

William Paterson University, Wayne, NJ
Bachelor of Arts, Sociology, May 20XX
Minor in Psychological Sciences GPA:
###/###

WORK EXPERIENCE

Document work history that highlights appropriate skills for the reader. Not every job must be listed. Bullet point statements may or may not be included and will change depending on the purpose of the résumé.

ACTIVITIES

Campus Involvement •
Leadership – *if you have held leadership roles and/or had leadership responsibilities*
Include to show depth and breadth of experience beyond academics and jobs. UConn affiliated as well as community based organizations can be listed.

VOLUNTEER

Community Service • Service •
Community Engagement
Include if you have been involved in long-term or frequent community service activities. Highlighting your service offers the chance to demonstrate transferable skills that you acquired through unpaid experience and your broader areas of interest.

✓ RELEVANT COURSEWORK

Recommended to list upper level courses that fit the purpose of the résumé and to show relevant knowledge or skills. List between four and eight course titles without course numbers.

✓ ACADEMIC PROJECT(S)

Recommend one or two projects that showcase how you worked with others on a group project, paper, or presentation. It can also include a solo project that was a major time commitment. Highlight measurable and transferable skills. May include senior design or capstone events as well.

✓ REFERENCES

Not listed on résumé. Have a separate page that lists your references.

List people who will serve as a positive reference for you. Use the same header and font as your résumé.

EXAMPLE

Ms. Janet Lee

Assistant Manager

(201) 907-3068

Janet.Lee@ae.com

Relationship: Janet is my current supervisor at American Eagle.

✓ INTERESTS

Optional if space permits. These are additional activities not already listed nor part of any official club but may still be relevant.

✓ SKILLS

Relevant Skills • Qualifications
• Skills and Certifications

Include computer skills, specialized knowledge, and industry-related skills

EXAMPLE

Relevant Skills

Computer: SAS; Microsoft Word, Excel, and PowerPoint

Laboratory:

Spectrophotometry, Gel Electrophoresis, Microscopy (compound and dissecting), PCR, DNA Isolation and Amplification

Language: Proficient in Spanish

✓ RELATED EXPERIENCE

Practicum • Clinical Experience
• Internship Experience

Include any experience (paid or unpaid) that matches the objective statement or purpose of the résumé.

✓ HONORS AND AWARDS

Indicate years and explanation of the honor or award if the name is not self-explanatory. May be listed as its own category if there are three or more experiences for the section

✓ ADDITIONAL CATEGORIES

Strongly recommended if you have experience and/or affiliations with any category listed below (or any others that apply).

RESEARCH – Highlight what research project you have done or if you have a focus for future research.

PUBLICATIONS – Indicate if you have been published. Follow correct format and style for your industry. Bold your name if more than one author or contributor.

PRESENTATIONS – Outside of classroom requirements. Include site and event or organization name.

TEACHING OR CLINICAL ROTATIONS – Indicate the location of the experience, your title, and dates you participated. Sometimes there are bullets and other times just noting the time period is enough. Follow the directions in Related Experience for layout.

SAMPLE RESUME: GETTING INVOLVED

Jonathan Husk

(973) 555-5555 • HuskJ@student.wpunj.edu

Education

William Paterson University, Wayne, NJ

Bachelor of Arts, Undeclared Major, May XXXX

Emerging Academic Interest: Communication

Francis T. Maloney High School, Morris, NJ

High School Diploma, June XXXX

GPA: 4.7/5.2

Honors and Awards: Honor Roll (XXXX-XXXX), National Rotary Scholarship

Experience

American Eagle Outfitters, Wayne, NJ

Sales Associate, Fall XXXX-Present (Seasonal)

- Cultivate sales by demonstrating comprehensive merchandise knowledge with customers to encourage repeat business
- Organize inventory and maintain welcoming appearance of store; properly categorize merchandise which creates an inviting atmosphere

Target, Wayne, NJ

Sales Floor Team Member, Summer XXXX

- Designed and highlighted Back to School product displays, resulting in 15% increase in sales

Leadership and Volunteer

Relay for Life, Francis T. Maloney High School, Morris, NJ

Team Leader, Fall XXXX-Spring XXXX

- Fundraised donations by promoting cause online and door-to-door; team raised over \$5,000 for cancer research and support for current cancer patients and survivors

National Honor Society, Francis T. Maloney High School, Morris, NJ

President, Fall XXXX-Spring XXXX

- Led monthly meetings, facilitated leadership trainings, and organized annual weekend retreat with two other officers, for 20 members and two advisors at a local ropes course site
- Coordinated community service opportunities with local food pantry; managed can drive and communicated with pantry to provide a list of most needed items for the volunteers to collect

Youth Alive, Francis T. Maloney High School, Morris, NJ

Secretary, Fall XXXX-Spring XXXX

- Documented weekly meetings by taking meticulous minutes and regularly sharing with members
- Organized and tracked member participation for monthly reports and trend analysis

Skills

Microsoft Word, Excel, PowerPoint; WordPress

Interests

Fashion blogging, interior design, service projects, sculpting, and creative writing

Jonathan is currently Undeclared so he listed his major as "Undeclared" and included an additional line to indicate what major he is considering.

Jonathan is keeping his action verbs in the present tense because he is still working at American Eagle.

As a first year student you'll notice Jonathan has included high school information on his résumé. By junior year all high school information should be removed.

SAMPLE RESUME: GETTING EXPERIENCE

Jonathan Husk

973-555-5555 • Jonathan.Husk@gmail.com • www.linkedin.com/in/jonathanhusk

OBJECTIVE:

Seeking copywriting internship with a national publishing organization utilizing written and verbal communication, organization, and presentation skills

EDUCATION:

William Paterson University, Wayne, NJ

Bachelor of Arts, Communication, May XXXX

GPA: 3.4/4.0

Relevant Courses: Creative Writing, Public Speaking, Web Design, Market Research

SKILLS:

Computer: Microsoft Word, Excel, PowerPoint; Adobe Photoshop

Social Media: Tumblr, WordPress, Facebook, Twitter, Pinterest

Language: Conversational Spanish

LEADERSHIP AND ACTIVITIES:

The Daily Campus, WPUNJ, Wayne, NJ

Staff Writer, September XXXX-Present

- Conduct extensive research to author 15 articles, including one front-page article on U.S. foreign affairs
- Proofread articles and provide staff with edits ensuring accuracy and high standards in writing
- Pitch story ideas to editorial staff for features and editorial pages to emphasize individual creativity

Pi Sigma Epsilon, Professional Business Fraternity, WPUNJ, Wayne, NJ

Vice President of Recruitment, September XXXX-Present

- Recruit new members into organization through formal and informal efforts while addressing questions and concerns from students and parents
- Delegate assignments to current members in coordination of four recruitment events each semester; monitor the status of recruitment goals and deadlines
- Create distinct marketing materials for the campus paper and social media sites to publicize events

Campus Big Buddies, WPUNJ, Wayne, NJ

Mentor, January XXXX-Present

- Tutor 10-12 Spanish-speaking middle school students on basic English grammar and writing skills
- Introduced a creative writing contest to students and identified a local paper to publish the winning entry

EXPERIENCE:

American Eagle Outfitters, Wayne, NJ

Sales Associate, August XXXX-Present (Seasonal)

- Promote customer enrollment in store card program by providing clear benefits description, which led to a 20% increase in credit card program
- Engage customers in friendly conversations and regularly share the store's Twitter account through daily personal Tweets and interaction with followers
- Presented with manager commendation and recognition as Employee of the Month

Target, Wayne, NJ

Sales Floor Team Member, May XXXX-August XXXX

Jonathan included a link to his LinkedIn profile for networking purposes and to share additional information with potential employers.

Jonathan developed an objective statement to highlight his transferable skills that he could apply to this position. He chose these skills based on the position description and the strengths on his résumé.

As Jonathan gained more experience, the format of his résumé changed to highlight different activities and experiences.

Social media platforms are included due to their professional relevance to the position being sought.

Bullet statements are not needed for every experience due to space restrictions. Jonathan picked the opportunity where he could highlight the most relevant experiences.

SAMPLE RESUME: GETTING THE JOB

Jonathan Husk

973-555-5555

Jonathan.Husk@gmail.com | www.linkedin.com/in/jonathanhusk

OBJECTIVE

Seeking Communication Specialist position utilizing creativity, editing, and website design experience

EDUCATION

William Paterson University

Wayne, NJ

Bachelor of Arts in Communication

May XXXX

Minors: Studio Art, English

Major GPA: 3.57/4.00; Cumulative GPA: 3.41/4.00

Honors: Dean's List, Spring XXXX

Relevant Courses: Cultural and Global Diversity in Advertising, Advanced Persuasion and Communication, Marketing Research, Consumer Behavior, New Communication Technologies, Web Design

Universitat de Barcelona

Barcelona, Spain

Study Abroad

January - June XXXX

SKILLS

Computer: Proficient in PowerPoint; Prezi; Adobe Photoshop, InDesign; Social Media Platforms; HTML; Familiar with CSS

Language: Conversational Spanish

RELATED EXPERIENCE

The Daily Campus, WPUNJ

Wayne, NJ

Assistant Editor

January XXXX - Present

- Edit content for 10 staff writers, checking for grammatical and spelling errors before going to press
- Attend and cover large-scale on-campus events that are often picked up by national media outlets
- Produce content for print and online versions of the campus paper using InDesign

Staff Writer

September XXXX - June XXXX

- Authored over 20 articles under short deadlines including one featured on the front-page on U.S. foreign affairs

Publishers Clearing House

New York, NY

Copywriting Intern

May XXXX - August XXXX

- Wrote content for targeted populations to be reviewed by copywriters; proofread e-mails and banners before e-mailing customers and publishing on website
- Created visual designs in Adobe Photoshop with a team of interns and advanced the company's brand strategy
- Conducted focus groups and researched potential campaign ideas; presented proposal to senior copywriting staff
- Developed mock-ups and prototypes for presentations to marketing teams to meet short deadlines

ACADEMIC PROJECT

Communication Campaigns and Applied Research Course, WPUNJ

Wayne, NJ

Project Title: Understanding your Audience; Marketing Wellness Initiatives to Millennials

April XXXX

- Developed a mock communications campaign by identifying target audience, selecting relevant promotional channels, and presenting strategy document and action plan to local businesses during a group Prezi presentation

LEADERSHIP & VOLUNTEER ACTIVITIES

Pi Sigma Epsilon, Professional Business Fraternity, WPUNJ

Wayne, NJ

Vice President of Recruitment

September XXXX - Present

- Manage organization's social media sites including Facebook and Twitter as a component of recruitment campaigns, successfully recruiting 25 new members (exceeded goal by 20%) for the upcoming year
- Created and edited Fraternity's webpage in HTML developing events calendar, photo album, and blog pages

Campus Big Buddies, WPUNJ

Wayne, NJ

Mentor

January XXXX - Present

Jonathan is highlighting his major GPA because it is higher than his cumulative GPA.

In the skills section Jonathan is focusing on measurable or "technical" skills relevant to his field. He integrates transferable skills into his bullet points.

Jonathan created a related experience section to highlight his writing and communication skills.

The formatting for the Daily Campus positions illustrates how Jonathan was promoted to Assistant Editor.

Jonathan added an academic projects section to showcase the relevant skills he developed in his major.