

Resume Outline

Contact Information

- Name
- Current Address
- Phone
- Email

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

*Choose the address that is closest to where you are applying (city, state, and zip code only)

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 20XX)
- 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

Experiences

- Identify the following information for each experience:
- Name of the organization or company
- Your job title or position
- Location (city and state)
- Dates of participation (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, extra-curricular, volunteer, student organizations, etc. Avoid using abbreviations; spell out the name of the organization.

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)
- Please refer to NACE Career Ready Skills Handout for more information on what skills employers are looking for

Research Experience & Publications (Optional)

- Published material or thesis papers
- Related research experience