

## RESUME PREPARATION GUIDE

(Name)  
(Address)  
(City, State, Zip)  
(Area Code, Phone Number)

- Objective**            Optional (This is often the first section reviewed by a prospective employer. State clearly and concisely job function desired or type of company or organization preferred. Data should reflect your present or short-range plans.)
- Education**            Degree, school name, date received, concentration/major, GPA (optional).
- (List your highest level of academic achievement, including all degrees received with the highest degree first. Specify dates, degrees received, major or area of specialization, special assignments, research projects, and any additional information pertinent to your job objective. Include, if appropriate, subsections entitled Honors and Awards, or Extracurricular Activities. Include specialized courses or training acquired through company-sponsored educational programs or military service. Inclusion of GPA is optional.)
- Experience**            Position title, organization, dates (summer, part-time, etc.), description of position duties.
- (List employment record in reverse chronological order, beginning with your most recent or important assignment. Be concise and factual, but highlight accomplishments. Be accurate in specifying dates of employment. Part-time or summer employment may be handled in paragraph style if desired. Specify company affiliations, job titles or dates only. More space and detail is warranted if these work experiences are pertinent to your job objective. Military service and duties may be included here if applicable.)
- Additional Information**    (Optional - may include language skills, computer knowledge, student/community/professional memberships, special industry training, publications relevant to objective, travel experience, and percentage of self support during school.
- References**            (Do not include references on resume. Simply state, "References available upon request." You may have various references available and use only the ones most applicable to the position in question.)
- Availability**            (State date available for full-time employment.)