

Section Headers Found on Résumés

Summary	Licenses	Professional Organizations
Qualification Highlights	Certifications	Additional Training
Summary of Qualifications		Scientific Societies
Career Profile	Hardware/Software	Personal Attributes
Areas of Effectiveness	Technology Skills	
Areas of Expertise	Office Skills	Additional Information
Significant Accomplishments	Computer Skills	Selected Awards
	Key Skills	Selected Honors
Work Experience	Special Skills	Honors and Awards
Employment History		
Related Experience	Achievements	Communication Experience
Experience	Honors	Leadership Experience
	Awards	Sales Experience
Volunteer Experience	Memberships	Laboratory Experience
Community Service	Affiliations	Teaching Experience
Community Involvement	Workshops	
Campus Leadership	Seminars	Presentations
Leadership Activities		Publications
Related Activities	Professional Overview	Works-In-Progress
Accreditations	Research Interests	

Quick Tips for Making a Superior Résumé

- Make sure to PROOFREAD!
- Be consistent with dates, margins, tabs, etc.
- Do not include information such as age, marital status, religion, social security number, or a photograph of yourself
- Make sure your e-mail address is professional
- Keep your résumé to one page unless you are creating a curriculum vitae
- Use action verbs in your bullet points to describe a situation or event
- GPA's above a 3.0 are considered competitive and should be listed on a résumé
- Avoid abbreviating names that may or may not be familiar to prospective employers
- Make sure your font is professional in appearance and easy to read
- Use high quality résumé paper. It's available for free from Career Services, 360 Student Union
- Save your résumé in a format that can be easily altered. Always save a back-up copy on a disk.