

The Résumé Format

Your Contact Information

First Last Name

Street Address

City, State, Zip

Phone (Cell/Home)

Email Address

Objective (optional)

What do you want to do? If you include this section it should be a sentence or two about your employment goals. A customized objective that describes why you are the perfect candidate for the job can help your résumé stand out from the competition.

Career Highlights / Qualifications (optional)

A customized section of your résumé that lists key achievements, skills, traits, and experience relevant to the position for which you are applying can serve dual purposes. It highlights your relevant experience and lets the prospective employer know that you have taken the time to create a résumé that shows how you are qualified for the job.

Experience

This section of your résumé includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

Company #1

City, State

Dates Worked

Job Title

- Responsibilities / Achievements
- Responsibilities / Achievements

Company #2

City, State

Dates Worked

Job Title

- Responsibilities / Achievements
- Responsibilities / Achievements

Education

In the education section of your résumé, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

College, Degree

Awards, Honors

Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

References available upon request

There is no need to include references on your résumé. Rather, have a separate [list of references](#) to give to employers upon request.