

# RESUME OUTLINE

## REMEMBER

There are no hard and fast rules for resume preparation other than they must be pleasing to the eye and error free. The objective is to present your background and credentials in their most favorable light. There are many formats available, but you must choose the one that best represents you.

- ▶ **IDENTIFICATION** Include your name, address, phone number and email address. While in school, use your university email.
- ▶ **JOB OBJECTIVE** Specify the kind of job or field of work you want. Be brief and concise. If you can not narrow your goal to one position, consider leaving it out altogether and develop a paragraph in your cover letter.
- ▶ **EDUCATION** Include major and minor subjects, degree and date received, grade point if 3.0 or better, scholarships or honors an related courses when appropriate. If there are numerous, include under a seperate heading.
- ▶ **EXPERIENCE** List jobs in reverse chronological order, the most recent first. Include voluntary work, work study, internships etc. Include: position title, employer, dates of employment, responsibilities (be concise, use action verbs and highlight leadership experience.
- ▶ **HONORS & ACTIVITIES** Be selective about which activities you include, stressing leadership or certifications.
- ▶ **BACKGROUND** (optional)  
Include special skills, professional affiliations or hobbies.
- ▶ **REFERENCES** This can be a seperate reference sheet or stated as: "Available upon request".



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