

# RESUME SECTIONS



*This handout is designed to give general guidelines for organizing a resume to John Carroll University students and recent grads. The resume sections included are those employers generally expect to see included on a student/recent grad resume. There can be many variations how information is displayed and what information is included. Whatever format is used, it is essential that the format be consistent throughout the document.*

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## **The Heading**

The heading on your resume consists of your name and contact info. It can be laid out in various formats. Always consists of:

- Name
- Mailing address(es) – some students prefer to list home and local (Cleveland) address
- Email address – either JCU email or professional address, e.g., Jane.Jones@xxxxxx.net
- One phone number – likely cell phone, so be sure to have a professional greeting

**If you have one address, it could look like this:**

### **Jane Jones**

1234 Stanford Road ♦ City, OH 44118  
541-631-8365 ♦ Jane.Jones@gmail.com

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**If you choose to include a school and home address, you can list them both, just be sure you can receive mail in both places. Here is one example:**

### **William Jobseeker**

**Wjobseeker13@jcu.edu**  
216-337-9702

Permanent Address

4398 Pleasant Run  
Columbus, OH 43201

Present Address

20200 Meadowbrook Blvd.  
University Heights, OH 44118

(Note- if you choose to create columns here, you do not have to continue with them throughout the rest of the resume. However, if you do continue to do so, be sure each column lines up properly.)

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**If you need to save space, you can left justify your name and put your contact info on the same line. Here are a few examples:**

### **Susan M. Johnston**

40296 Fairmount Blvd. #1      353-647-7486  
University Heights, OH 44118      jsp@hotmail.com

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**JCU Career Center – 2563 South Belvoir – White House Next To The Tennis Courts**  
**216-397-4237 – [www.jcu.edu/careercenter](http://www.jcu.edu/careercenter) - [careerhelp@jcu.edu](mailto:careerhelp@jcu.edu)**

# RESUME SECTIONS

## Education

Students and recent graduates traditionally list their education background as the first section on their resume. If you have been out of school for some time, your education may be listed after your work experience. Here are some guidelines and examples for formatting the **Education** section:

### Some general guidelines:

- Organized in reverse chronological order; start with current or most recent university
- Show university, city, state on one line
- Spell out name of degree (no abbreviations) you expect to receive or received and month/year expect to graduate or graduated. Be sure to list your degree/major(s) accurately.
- Include concentrations, tracks, etc.
- Study Abroad can be listed as a separate entry; formatted same as university entry
- GPA is optional. If major GPA is significantly higher than cumulative you might want to list.
- Freshmen/Sophomores can include high school in this section if they choose; Juniors/Seniors are discouraged from including high school unless they see specific advantage for including.
- Transfer students can list former school as separate entry; formatted same as current university.

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<b>EDUCATION</b>	<b>John Carroll University</b> Bachelor of Science in Business Administration Major - Accountancy	University Heights, OH May 2012 GPA - 3.15
	<b>Port Charles High School</b> Diploma GPA - 3.95/4.0	Port Charles, IL June 2008

Here's another way to display Education information:

**John Carroll University**, University Heights, OH  
Bachelor of Arts - English, May 2012  
GPA - 3.15; Major GPA – 3.6

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**Related Courses** can also be considered part of this section or as a separate section and can go after the **Education** section in a list/column format. Do not include course numbers or grades. Only certain employers will look for a "Related Courses" section which is sometimes highlighted in the job requirements of the job description, so be sure the courses you are listing directly relate to the job you are seeking.

### **Did You Know?**

As an employer, do you feel a student should always list their GPA?

Yes	60%
Only list if above 3.0...	25%
Only list if above 2.5...	3%
Not necessary to list...	8%
Other.....	2%
No answer.....	2%

\* Results based on a recent survey by the University of North Carolina at Chapel Hill asked 119 representatives in a wide range of career fields. (NACE Journal, May 2007)

# RESUME SECTIONS

## Honors/Activities

These sections vary by the individual and just like the other sections will be different for everyone. The Honors section and the Activities section can be combined into one or if you have a lot of activities you can separate them in two categories.

- **Honors:** Include honor societies, Honors Program, awards, scholarships received
- **Activities:** Extracurricular activities, volunteer experiences. If have leadership role, be sure to list. Note: If you have taken an active leadership role in a club/organization, you may want to put that in your Experience section.
- **Format:** Can list with dates as shown below or to conserve space can list in one or two columns without dates.
  - Presidential Leadership Award, August 2006 – Present
  - Archbishop Hoban Scholarship, August 2007 – May 2008
  - Alpha Beta Honor Society, August 2006 - Present
  - Biology Club, October 2007 – Present
  - Varsity Basketball, August 2007 – Present
  - Dean's List – 3 semesters

### **Did You Know?**

**The more involved you are the better. Employers look for candidates who demonstrated leadership on their college campuses because they expect them to do the same in the workplace!**

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## Experience

- Experience can encompass a wide variety of activities including internships, part time jobs, full time employment, summer work, campus clubs and organizations, volunteer experience and more.
- You may want to start off by making a list of all of the things you have done and separate them by category. Related Experience, Work Experience, Volunteer Experience are a few options.
- Some people's experience only fits into one category and others will cover all three.
- Whenever you are listing any sort of experience you want to list your experiences in ***reverse chronological order***.
- Include the following: Company/Organization name, location, your title, and dates you were there, and action oriented statements to describe what you did. **See last page for list of Action Words.**
- If you are still in a position, you should list your action oriented statements in present tense. If you are no longer in that position, then use past tense.
- Many students work throughout their time at school to pay tuition. If this is the case, you can consider letting the employer know how hard you have worked. You can include a statement at the beginning of the Experience section. This type of statement entirely optional. For example:  
**Financed XX% of tuition through part-time employment.**

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## Experience – cont'd

Here's a sample using a paragraph format:

**John Carroll University Financial Aid Department**

Student Assistant

**University Heights, OH**

August 2008 - May 2009

Created new filing system within office. Answered student and parent questions in regards to financial aid process. Organized and maintained schedules for Financial Aid officers. Assisted in school-wide distribution of financial aid information.

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Using bullets is another option:

**Center for Families and Children, Cleveland, OH**

*Child and Family Counselor*, June 2005 - August 2008

- Assisted families in understanding one another and working together to communicate
  - Maintained caseload of 50 families monthly
  - Completed 10 hours of continuing education programs
- 

This is an example of using a student leadership role in the Experience section:

**Alpha Beta Gamma Sorority, John Carroll University**      **University Heights, OH**

*Vice President of Programming*

August 2007 - April 2008

- Ensured programming chairwomen were aware of assignments and on-task in planning
- Organized and maintained chapter's calendar for all activities
- Informed chapter and other participants of upcoming events
- Participated in monthly meetings with all Greek Vice Presidents of Programming

### **Did You Know?**

- Never use the suffix *ing* in action oriented statements.
  - An employer takes 10-20 seconds to review your resume, so descriptors should be brief and concise.
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## Skills

There may be skills you want to emphasize that don't appear in other sections of your resume. They can include: Personal, Computer, Laboratory, Language or other skills. By listing them in a separate section of the resume they are more likely to stand out. If you have several, you might want to organize them in categories: One way to display them is:

Computer: Proficient in Microsoft Word, PowerPoint, Excel, and Outlook  
Knowledgeable in SPSS

Language: Fluent in Spanish

Personal: Leadership, Organization, Research

# RESUME SECTIONS

## Objective

An Objective statement is optional. If you choose to include an Objective statement, it is placed between the Heading and Education section. Be sure that it relates to the job or field of interest. It should be brief and consist of a few sentences/statements that state:

- Who you are – skills, qualifications you offer
  - What position you are seeking if you're applying for a specific position
  - Why you are a good fit/why you are a good candidate
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Some examples:

**Objective:** Computer Systems Administrator seeking to provide comprehensive, high quality support to meet the needs of a growing firm like ABC Corporation

**Objective:** Professional Social Worker seeking to contribute comprehensive education, training and experience to a challenging and rewarding position working with youth and their families in casework capacity.

**Objective:** Energetic student leader with industry experience seeking an internship where strong analytical, organizational, and interpersonal skills can be utilized.

*If you are posting your resume on public websites, i.e., Monster, CareerBuilder, be aware that an Objective may limit your opportunities in the eyes of prospective employers.*

### **Did You Know?**

As an employer, do you think it is important for a student to have an objective on their resume?

Yes and it can be fairly broad.....	27%
Not important.....	25%
Yes, and it should be specific to my organization.....	22%
Somewhat important.....	20%
Other.....	3%
No answer.....	4%

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## Action Words

As you describe your job experiences, try to lead off with action verbs; this brings your resume to life. Here is a partial list of verbs that might prove helpful.

Addressed	Drafted	Motivated
Administered	Edited	Negotiated
Analyzed	Elicited	Organized
Assigned	Enhanced	Oversaw
Attained	Established	Persuaded
Authored	Evaluated	Planned
Chaired	Examined	Prioritized
Clarified	Executed	Produced
Collaborated	Explained	Promoted
Collected	Extracted	Publicized
Composed	Formulated	Recommended
Conducted	Gathered	Reconciled
Consolidated	Improved	Recruited
Contacted	Increased	Reorganized
Contracted	Influenced	Researched
Convinced	Initiated	Resolved
Coordinated	Instituted	Reviewed
Corresponded	Interpreted	Scheduled
Critiqued	Interviewed	Spoke
Delegated	Investigated	Strengthened
Developed	Lectured	Supervised
Diagnosed	Managed	Translated
Directed	Mediated	Wrote
	Moderated	

