

RESUME SHOPPING LIST

Here are some possible categories to include in your resume. Arrange them in any order that makes sense to you.

I recommend leading off with 5 positive character traits, since these help to frame *everything* that comes next.

Education

- Educational institutions attended, with month and year of attendance (8/2012-5/2016)
- Relevant coursework--if you've taken classes that can relate to the job for which you're applying.
- If your GPA is 3.0 or above, include it.
- If you have standardized test results that are strong, include scores here (usually ACT or SAT).

Licenses and Certificates

CPR, or SafeServ food handler's permit, or industry certifications like CDL or CNA. Include the date when you earned it.

Work Experience

- Begin with most recent employer.
- List name of business, and then the dates of employment. If you're still working at a place, you can list the start month and year, and then put in a hyphen, and then "present." Like this: 5/2015-present

- If you have a specific job title, list it. Otherwise, don't worry about it.
- Include at least a one-line description of your duties. Be specific. This gives interviewers a sense of your responsibilities, and the range of what you can do.

Volunteer Work (or Community Service)

- List name of organization, and dates of service. Usually a long-term experience.
- Include at least a one-line description of duties that you performed.

Activities

- Include religious organizations, athletics, clubs, school groups, or short-term community service projects. List dates for each. You can also mention duties on one line, if you'd like.
- You can fold key accomplishments or leadership roles into each entry. Include dates for these, too.
- If there's a project you initiated, list it here, along with the date/s and a one-line description.

Skills

- These can include other languages, software products or social media proficiency, or perhaps specific equipment (if it's relevant to the job you're applying for).