

SECTIONS TO CONSIDER FOR YOUR RESUME

Listed below are headings typically found on resumes. Choose headings based on their relevance to the employment opportunity and your objective.



OBJECTIVE	RESEARCH	FOREIGN LANGUAGES
CAREER OBJECTIVE	RESEARCH EXPERIENCE	LANGUAGE BACKGROUND
CAREER GOAL	RESEARCH INTERESTS	LANGUAGE SKILLS
EMPLOYMENT GOAL		MULTICULTURAL EXPERIENCE
JOB OBJECTIVE	LEADERSHIP EXPERIENCE	
	LEADERSHIP SKILLS	AWARDS
SUMMARY OF QUALIFICATIONS		ACADEMIC HONORS
PROFILE	COMPUTER SKILLS	ACHIEVEMENTS
STRENGTHS	COMPUTER EXPERIENCE	COLLEGE HONORS/ACTIVITIES
SUMMARY OF SKILLS	TECHNICAL BACKGROUND	ATHLETIC HONORS
SKILLS PROFILE		ACTIVITIES AND ORGANIZATIONS
	COMMUNICATION SKILLS	MEMBERSHIPS
EDUCATION	WRITING SKILLS	PROFESSIONAL RECOGNITION
EDUCATIONAL BACKGROUND	SPEAKING SKILLS	PROFESSIONAL ACHIEVEMENT
UNIVERSITY EDUCATION	PUBLICATIONS	
	ORGANIZATIONAL SKILLS	INTERESTS
RELATED COURSES	SPECIAL SKILLS	
RELEVANT COURSES		RELATED EXPERIENCE:
COURSE HIGHLIGHTS	VOLUNTEER ACTIVITIES	Business Experience
SPECIAL COURSES	COMMUNITY INVOLVEMENT	Teaching Experience
LICENSURES/CERTIFICATIONS	VOLUNTEER EXPERIENCE	Management Experience
		Sales Experience
STUDY ABROAD	PROFESSIONAL DEVELOPMENT	Design Experience
INTERNATIONAL STUDY	WORKSHOPS	Theater Experience
	SEMINARS	
INTERNSHIP- Examples:	SPECIAL TRAINING	WORK EXPERIENCE
Computer Internship		OTHER EXPERIENCE
Accounting Internship		OTHER EMPLOYMENT
Human Service Internship		EMPLOYMENT HISTORY