

What to Include in Your Resume

First and Last Name

Street Address

City, State Zip Code

Telephone Number

E-Mail Address

Professional Objective	This is a statement of your job objective. (Not required, but be specific if you decide to use one.) This is particularly useful to indicate if you are seeking a summer job or internship at a career fair.
Education	List your education in reverse chronological order (highest degree 1st) If you've graduated from college, don't include high school. If your GPA is good, toot your horn (generally 3.0 and above).
Related Coursework	This would be courses that are in your major area of study and related to the position to which you are applying. Exceptionality & Classroom Management Testing & Measurement Abnormal Psychology Ethics & Policy
Related Experience	Related experiences are those that let you document the fact that you have relevant, related and transferable skills and experiences that are applicable to the job for which you are applying. These related experiences can be jobs (full or part-time), internships, volunteer activities, research projects, class projects, etc. List each position in <i>reverse chronological order</i> . (List your most recent experience first, then work back.) Include the name of the organization, your job title, dates and a concise list of your responsibilities and pertinent skills. Include internships, volunteer work and summer jobs.
Additional Experience	Additional Experiences are those that may not be directly related to the job for which you are applying but you still want to include, i.e., long term part-time job held while in college (shows work experience, employability, dependability, etc.).
Honors and Awards	Include scholarships, awards and distinguished honors.
Languages	Specify languages you speak, write or read. Multicultural skills are valuable.
Military	If you have served, list your affiliations.
Professional Organizations	List the full name of the organization to which you belong. If it is an honorary organization, call attention to it.
Extracurricular Activities	Include student groups or other school-related clubs and organizations. Be sure that you participate in these groups to list them emphasizing your involvement.
Other Pertinent Information <i>to include (do not use the 'Other Pertinent Information' as the heading, rather call it what it is, i.e. Computer Skills, etc.)</i>	Include information that doesn't fit into other categories, but is relevant to the job. Include special endorsements, licenses, workshops, published papers and computer skills.