



Résumé Toolbox

Have writer's block? Don't know where to begin? For some, résumé writing can seem like a daunting task. Don't let yourself get overwhelmed! Use the résumé toolbox and accompanying tools to help you get your basic thoughts on paper. Once you have your basic ideas to build your résumé, feel free to visit the CCPD for further help or a résumé critique to make sure your résumé is amazing!

Keep in mind that the contents and order of a résumé will vary from person to person. However, formats are somewhat standardized so that employers can easily scan and find the information they are looking for.

Standard sections of a résumé include: Header, education, and experience. Other sections can help fill space if necessary or demonstrate other skills through campus involvement, awards, or otherwise. If you want more details on the sections of a résumé, visit sfasu.edu/ccpd to access our résumé guidebook!

HEADING

Include your contact information: name, city and state, and professional email address. Do not use abbreviations.

Name: _____

City: _____ State: _____

Email: _____

For tips and examples in completing this section, see [Résumé Tool: Heading in the Résumé Guidebook at sfasu.edu/ccpd](#).



**STEPHEN F. AUSTIN
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Center for Career and
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OBJECTIVE

Construct a brief statement clearly stating what type of position, industry, or specific job you are seeking. If you choose to elaborate, be sure to emphasize what skills, experience, or knowledge you have to offer, NOT what you want from the position. It is recommended that you tailor this statement to fit each position you are seeking. (Hint: Use job description for clues!) The remainder of your résumé must support your Objective.

Objective: _____

For tips and examples in completing this section, see Résumé Tool: Objective in the Résumé Guidebook at sfasu.edu/ccpd.

EDUCATION

List your education in reverse chronological order (most recent first). If you have previously attended other educational institutions, be sure to include this information in the same format. Standard rule: GPAs (listing both cumulative and major GPA is fine) should only be included if they are a 3.0 or higher. Again, no abbreviations, spell out everything! Do not include high school information unless you are a freshman.

Name of School, City, State: _____

Degree, expected graduation date: _____

Major, Minor: _____

Cumulative GPA (Overall GPA): _____ Major GPA : _____

For tips and examples in completing this section, see Résumé Tool: Education in the Résumé Guidebook at sfasu.edu/ccpd.



HONORS & AWARDS

List any notable honors and/or awards received through academics, scholarships, sports, community service, work, or other achievements.

- _____
- _____
- _____
- _____

For tips and examples in completing this section, see Résumé Tool: Other in the Résumé Guidebook at sfasu.edu/ccpd.

INVOLVEMENT

List any memberships in organizations (on or off campus). Be sure to include any leadership roles.

- _____
- _____
- _____
- _____

For tips and examples in completing this section, see Résumé Tool: Other in the Résumé Guidebook at sfasu.edu/ccpd.



EXPERIENCE

List work and internship experiences in this section. This includes several details regarding previous employment. Try to select skills and duties that directly relate to the position you are seeking. List experience entries in reverse chronological order. When describing your duties/responsibilities use short, bulleted phrases and focus on transferrable skills. Begin each bullet with an action verb (remember to use correct tense). Do not include any high school jobs unless you are a freshman.

Job title #1: _____

Employer: _____

Location (City, State): _____ Dates Employed (Month/Year): _____

Description of responsibilities, duties, accomplishments:

- _____
- _____
- _____

Job title #2: _____

Employer: _____

Location (City, State): _____ Dates Employed (Month/Year): _____

Description of responsibilities, duties, accomplishments, and/or transferable skills:

- _____
- _____
- _____

For tips and examples in completing this section, see Résumé Tool: Experience in the Résumé Guidebook at sfasu.edu/ccpd.



REFERENCES

DO NOT list references on your résumé. References need to be on a separate sheet of paper. Some people make the statement 'references furnished upon request' at the bottom of their résumé. This statement is unnecessary because an employer that wants your references will ask for them regardless. See *References 101* for more information.

Information to Exclude

- Gender
- Race
- Marital status
- Religion
- Sexual orientation
- Political affiliation
- Personal description (height, hair, etc.)
- Pictures
- References
- High school information
- Health condition
- Age

Additional/Optional Sections

- Certifications
- Summary of qualifications
- Volunteer work/community service
- Licensure
- Related class projects
- Relevant skills/strengths
- Professional associations

Anything else that supports your objective!

Common Order of Sections

For students & recent graduates:

- Heading
- Objective
- Education
- Honors & Awards
- Experience
- Involvement

For experienced alumni:

- Heading
- Objective
- Experience
- Education
- Honors & Awards
- Professional affiliations

Need additional help?

Visit the Center for Career and Professional Development on the third floor of the Baker Patillo Student Center, room 3.302, or schedule an appointment through email at ccpd@sfasu.edu or phone at 936.468.3305.