

# Résumé Toolbox

Stephen F. Austin State University | Center for Career and Professional Development

Have writer's block? Don't know where to begin? For some, résumé writing can seem 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.

Keep in mind that the contents and order of a résumé will vary from person to person. Résumés don't all have to be the same. However, formats are somewhat standardized so that employers can easily scan and find the information they are looking for. After your heading, sequence the information on your résumé from most important to least important with regard to supporting your career objective.

## Heading

Include your contact information: name, mailing address, and professional email address. You can list both your current (local) address as well as your permanent home address if you like. Do not use abbreviations!

Name: \_\_\_\_\_

Street Address (Permanent): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Street Address (Current): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

*Ready to get started? For tips and examples in completing this section see [Résumé Tool: Heading.](#)*

## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Ready to get started? For tips and examples in completing this section see [Résumé Tool: Objective.](#)*

## 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 preferably if they are a 3.0 or better. 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 : \_\_\_\_\_

*Ready to get started? For tips and examples in completing this section see [Résumé Tool: Education](#).*

## Honors & Awards

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Ready to get started? For tips and examples in completing this section see [Résumé Tool: Other](#).*

## Involvement

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Ready to get started? For tips and examples in completing this section see [Résumé Tool: Other](#).*

## Skills

List any skills relevant to the position or industry.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Ready to get started? For tips and examples in completing this section see [Résumé Tool: Other](#).*

## Experience

List work and internship experiences in this section. This includes places you've worked, job titles, dates of employment, job duties, and accomplishments. Try to select skills and duties that directly relate to the position you are seeking. Remember, unpaid experiences related to your field can be as valuable as those you received payment for! 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, transferable skills:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Job Title #2: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Description of responsibilities, duties, accomplishments, transferable skills:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Job Title #3: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Description of responsibilities, duties, accomplishments, transferable skills:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Ready to get started? For tips and examples in completing this section see [Résumé Tool: Experience](#).*

## 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 not necessary because an employer that wants your references will ask for them regardless. See [References 101](#) for more information.

## 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

## Information to leave off

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