

## **Resume Parts**

All resumes should contain certain vital information including:

### **HEADING**

(name, address and telephone number(s))

### **OBJECTIVE or SUMMARY**

#### **OBJECTIVE**

(A summary of the market you are targeting. Avoid using specific job titles. Objective statements can also include information on skills and areas of expertise.)

#### **SUMMARY**

(A short and concise statement summarizing experience, areas of expertise, qualifications, technical or professional skills and traits.)

### **EMPLOYMENT HISTORY**

(A summary of work experience which includes company name, years employed, position title and major responsibilities.)

### **ACCOMPLISHMENT STATEMENTS**

(Statements which show your achievements and contributions to an organization.)

### **EDUCATION**

(Summary of your educational background including highest degree, area of major, university and location.)

### **PROFESSIONAL DEVELOPMENT**

(Additional training or courses which support your job objective.)

### **MEMBERSHIPS**

(Memberships and offices held in professional associations.)

### **PUBLICATIONS**

(Titles of publications on which you collaborated or authored that lend support to your qualifications as an expert in the field.)