

# Sections of a Résumé

## Contact Information

This section of a résumé should contain your primary contact information. Generally located at the top of your résumé, it includes the following: first and last name which is usually in bold or larger print, telephone number or numbers, mailing address, and an email address.

### TIPS:

- Make sure you have a professional email (no [hotmama@gmail.com](mailto:hotmama@gmail.com)); do not use a current business email as employers sometimes monitor business email accounts.
- Voice mail recording – record a professional response. **THIS IS IMPORTANT.** Erase and re-record a good message if you do not have one; it should be simple and succinct. Remember this may be the first impression the hiring manager, or admission's counselor will get when they try to contact you. Make it a good one!

### Example of résumé contact information:

**George P. Burdell IV**

GBP4@email.com

25 North Avenue • Atlanta, Georgia 30332 • (404) 555-1212

---

## Profile/Qualifications Summary

This brief three to five sentence/phrase paragraph is placed at the beginning of your résumé. It should showcase your most effective skills, experience, or personal traits as it relates to the position or school in which you are interested. Focus on accomplishments/achievements as most admissions counselors or hiring managers spend about 10-15 seconds on an applicant's résumé. If you catch their attention, then they will be compelled to read further. Consider this section your own personal "Billboard."

**Example:**

Outstanding student with a broad range of talents and interests. Enthusiastic and passionate about greater social and environmental awareness. Chosen to travel to Japan and Australia with an international cultural exchange program. Award winning scholar, artist, and athlete; recognized by teachers and peers as a true leader. Self-motivated, hands-on attitude with excellent communication skills, both written and oral.

**Example:**

Dedicated student that thrives on challenges. Constantly looking for methods for self-improvement. Likes philosophy and subjects that require intensive self-reflection. Flourishes when involved with large community projects.

**Example:**

Highly motivated and results driven individual with experience in positions requiring strong interpersonal, communication, and account/territory management skills. Excels in team oriented atmosphere. Self-disciplined, independent, and goal driven.

## Education

If you are looking for a job and have little relevant experience, your education should be presented immediately after the Qualifications Summary or Profile section. This is also the same for college admissions, scholarships, internships, or co-op positions. The reason behind this is that your education is your biggest selling point. Include things such as GPA (if appropriate), awards/scholarships, notable or relevant courses, honors, Dean's list, etc.

### Example: (high school student)

**Northview High School**, Atlanta, Georgia  
High School Diploma, expected June 2013  
General College Preparatory Curriculum  
Advanced Placement: AP Art History, AP Economics

### Example: (high school student)

**Riverwood High School**, Atlanta, Georgia  
High School Diploma, expected June 2013  
International Baccalaureate Certificate Candidate

**96%**  
**(Numeric Average)**

Notable Courses:

- ◆ AP Calculus AB
- ◆ AP Statistics
- ◆ AP Environmental Science
- ◆ AP US History
- ◆ AP World History
- ◆ AP 3-D Design
- ◆ AP Psychology
- ◆ IB 20th Century History
- ◆ IB English

### Example: (college graduate)

**University of North Carolina**, Chapel Hill, NC  
B.A. Management and Society  
3.0 Overall GPA, 3.2 GPA in major courses  
Earned and maintained full scholarship for 4 years

**2005 – 2011**

### Example: (current college student)

Georgia Institute of Technology, Atlanta, GA  
**B.S. Chemical Engineering - 1<sup>st</sup> Year**  
Anticipated Minor: Management - Finance  
HOPE Scholarship Recipient

**2010 – Present**

## Experience

List your employers, job titles and dates of employment in reverse-chronological order. The most recent job comes first, followed by the next most recent, and so on. This is considered a chronological résumé and is the most accepted by hiring managers. If you are a student, you may include your volunteer work or internships in this area as well. Use a bulleted format starting each sentence/phrase with an action/power verb. Make sure to focus on quantifiable accomplishments when possible – ones that include numbers such as dollar figures, time periods, etc.

**Example: (high school student)**

### **Camp Counselor - YMCA Camp Mountain Brook**

- Created and lead activities designed to build character and sense of social responsibility for 63 campers ages 8-13
- Instructed and motivated 63 young campers in the areas of dance and drama
- Excelled through leadership ranks over 3 years

### **Choreographer- High School Theatre Productions**

- Selected as Student Assistant to the Department Head
- Choreographed 7 production numbers for spring musicals; also performed in 3 musicals
- Mentored 3 younger classmen
- Chosen as one of 12 for Chamber Choir

**Example: (high school student)**

**Mark Mizell, Professional Photographer - Savannah, Georgia** **08/2006 – Present**

*Intern - Senior Year*

Assist photographer with photo shoots, editing hundreds of images and creating photo albums

**Tybee Island National Recreational Area - Savannah, Georgia** **08/2005 – 12/2005**

*Intern - Junior Year*

Prepared and supported development of educational materials for school groups and individuals; assisted 2 instructors as needed

**Holly Springs Swim Club - Savannah, Georgia** **Summers 2005 & 2006**

*Assistant Swim Coach*

Planned, organized, and conducted practice sessions for 120 swimmers, ages 4-18, twice a day, 5 days a week; provided training, instruction on performance principles, and motivation

## Awards/Honors/Affiliations

Make sure to include all relevant information in this area. List the award, date received and reason for receiving it, if it is not obvious.

### Example: (college student)

#### Activities

#### Volunteer

- Emergency Rooms at UNC Hospitals
- Participated in activities for Youth to include: teaching fundamentals of golf, reading to elementary aged children, representing the UNC Football Team with visits to sick children in local area hospitals

#### Athletics

- Varsity Football, 2000-2003
- Varsity Baseball, 2000-2001

#### Awards

#### Football & Baseball

- Recipient, National Football Foundation and College Hall of Fame Scholar-Athlete Award
- Recipient, Charlie Justice Scholarship Award 2002-2003
- Member of the 2001 Peach Bowl Championship Team
- Varsity Baseball – Most Improved Player 2001

### Example: (high school student)

---

## Awards and Honors

---

#### Academics/Leadership/Community

- People to People International Ambassador
- Interact Club
- President - Environmental Club
- Centennial Ambassador
- Columbia College Scholar
- Erskine Fellow Award
- Northeastern Book Award
- Wofford Scholar
- Principal's Scholar Award
- Outstanding Achievement in Ceramics

#### Athletics/Leadership in Sports

- Athletic Leadership Council
- Varsity Swimming Achievement Award
- Most Valuable Swimmer (Varsity Girls)
- Most Valuable Defense Player (Varsity Lacrosse)

Prepared by the StartSavvy® Team