

Resume Sections

This resource is designed to be used as a guide to decide what sections to include in your resume and what information to include within each section.

HEADING

- Always in the header of your document (double click the top of your document)
- Make your full name stand out (bold and 14 - 16 font size)
- Use a professional email address (marvelfan@hotmail.com is not appropriate
 - Use your name (joemountie@gmail.com) or
 - You can also use your Mt. Sac email (jmountie367@student.mtsac.edu)
- Remove your street address to maintain privacy and avoid location biases
- Include the following if applicable:
 - Name
 - Email address
 - Phone number
 - LinkedIn URL and portfolio link

Example:

Joe Mountie joemountie367@mtsac.edu 909-555-1234 LinkedIn.com/in/joemountie

EDUCATION

- Current and recent students: Education is the first section
- Alumni and no longer a recent graduate: Education goes at the bottom of the resume
- List degrees in reverse chronological order (most current first)
- Write out the complete degree or certificate name and include the program
 - Do not put "A.A." or "A.S." – write out Associate of Arts or Associate of Science
- If you are not earning a degree or certificate, list your completed credits
- Do not list your high school diploma (unless you are applying to a job at that school or that school district)
- Add GPA when appropriate (ex: at job/internship request, if recent graduate, and if it is higher than 3.0)
- Include the following if applicable:
 - Degree with any concentration or emphasis
 - Minor
 - College name
 - City and state of your college
 - Month and year of graduation (do not include previous graduation dates after receiving higher degrees or once you are no longer a recent graduate to keep your resume relevant and avoid age biases)
 - Academic honors and awards (if only 1-2 awards, for 3 or more, create a specific section for awards)

Example:

EDUCATION

Associate of Science in Accounting
Mt. San Antonio College | Walnut, CA

Expected: June 2025

Resume Sections

RELATED EXPERIENCE

- Create a custom section heading relevant to the position you are applying for when possible
- Include relevant paid jobs, paid and unpaid internships, volunteer work, student leadership
- For each experience, include the following:
 - Position title
 - Company name
 - City and state of the company
 - Dates worked (month and year)
 - 3-5 bullet points that highlight your accomplishments and skills

Possible Custom Section Headings:

- Customer Service Experience
- Management Experience
- Tutoring Experience
- Sales Experience
- Leadership Experience
- Community Engagement Experience

Content Tips:

- When applying for a position, show the employer you are intentional about your language by using keywords from the job description and industry culture
- Only share your recent and relevant experiences – keep it concise

Examples:

CUSTOMER SERVICE EXPERIENCE

Barista | Starbucks | Azusa, CA

May 2022 - Present

- Take customer orders and convey them to other employees for quick and accurate preparation
- Prepare and serve hot and cold beverages, such as coffee, espresso drinks, blended coffees, or teas, as requested by customers to ensure product satisfaction
- Maintain inventory and equipment by cleaning, troubleshooting, and scheduling repairs

TUTORING EXPERIENCE

Tutor | Grade Potential Tutoring | Pomona, CA

June 2022 - Present

- Provide private instruction to individual and small groups of students to improve their academic performance and prepare them for academic examinations
- Review class material with students by discussing the text, working solutions to problems, and reviewing worksheets or other assignments
- Prepare and share feedback on progress to students' parents through monthly meetings

Resume Sections

Optional Sections: *These sections are not mandatory but may strengthen your resume depending on your career journey.*

Summary Statement

- Summary Statements are not objective statements. Objective statements are outdated
- You may benefit from a summary statement if you
 - **Have over 5 years of experience in your industry** - to highlight extensive experience
 - **Are switching industries** - for employers to understand why you are applying to a role in a different industry and highlight your transferable skills
 - **Have minimal professional experience and are relying on your academic experience** - emphasizing that you have industry-related knowledge

Summary of Qualifications

- Use bullet points to highlight relevant, measurable accomplishments, skills, and certifications
 - Make sure you are incorporating keywords from the job description

Related Coursework

- Courses, projects, or research that relates to the job or internship
- List after your education section
- Use when academic experience is more relevant than other professional experience
- Include the following:
 - Name of the class, project, research, and school name
 - Term and year taken
 - Brief description of the course, project, or research

Memberships and Awards

- Include the title of the award or status in the organization
- Write out the complete name of the award or membership
 - Only use the acronym if it is on the job description
- Only include if it is industry-relevant

Skills / Certifications

- Include soft skills (strong communication, friendly, analytical) in your experience section bullet points instead of the skills section to provide context
- Include hard skills like languages, software, or competencies that can be measured
- If you include certifications or licenses, include expiration dates
- Include proficiency level for each skill (expert, proficient, native, bilingual, etc.)

Study Away

- Can be placed within the education section if running low on space
- Include the following:
 - Where you studied
 - How long you were there
 - The courses that you took (if related to the job)
 - Include internships, volunteer experiences, or jobs you had during your stay