

RESUME WRITING SUPPLEMENTAL HANDOUT

Objective

Element of the resume that is not generally recommended for college students but may be required by an employer. Should be a one to two sentence description of the kind of position you are looking to obtain. If you choose to include this section, be sure to specify the kind of industry and work you would like to do.

Example:

“Seeking an accounts specialist position at PepsiCo Los Angeles office.”

(Too Specific! May be limiting.)

“Seeking an internship position.”

(Too general. Does not add any value to your resume.)

“Seeking an entry level accounting position in top tier financial services firm with opportunities to both work with a diverse client base and gain experience in corporate accounts.”

(Better)

Professional Summary or Summary of Qualifications or Qualification Highlights or Professional Profile

Can be either a bulleted list or a paragraph summarizing your best qualities and most relevant experiences. Gives employer a general sense of how you are qualified for the position as well as how well your previous experiences have prepared you for the kind of work you may be performing in your new position.

Examples:

Qualification Highlights

- Motivated Business major with experience working in both finance and accounting.
- Strong teamwork and leadership skills ability to communicate effectively in verbal and written formats.
- Specialized skills in cost accounting and financial analysis.

Professional Profile

Aspiring public relations professional with radio and television broadcast media experience. Strong organizational, communication, and multi-tasking abilities with proven success managing multiple projects and events. Motivated individual with results-oriented perspective and commitment to excellence in customer satisfaction.

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Activities/ Affiliations/Honors

This section is where you should place any extracurricular activities (e.g. club membership, college sports, community service, volunteer work that is not listed as experience), Professional organization memberships, and awards/recognition you received. It should contain information that is relevant to the job for which you are applying or gives the employer a better understanding of your character. You can have a separate section for these headers or you can combine them.

Example:

Activities/Honors/Affiliations

President , Computer Science & Engineering Club, CSU, San Bernardino	09/2017- Present
Presidential Scholarship , U.S. Department of Education	08/2017
Volunteer , Helping Hands Homeless Shelter	08/2016 - 07/2017

Research and/or Projects

Commonly used by students to help show employers relevant academic work that has allowed them to develop skills the employer values. You can include any research papers, individual or group projects, and presentations on relevant topics in this section. The description should include the title of the project or paper, the semester(s) date in which it was completed, the name of the school/organization at which it was conducted/completed, the location of the school/organization and a 2-3 sentence description of the project, skills used, and results. If you are going to list a group project, make sure to clearly state that it was a group project.

Example:

PROJECTS/RESEARCH

Senior Seminar Business Project (Group Project)
 California State University, San Bernardino

- Exercised effective team work skills while collaborating with a group of 6 students to develop a business plan for a hypothetical manufacturing company. Conducted formal oral presentation to School of Business; received grade of "A."

Honors/Awards

Can be placed under a section coupled with Activities/ Affiliations or education or in its own section.

Certification(s) or Credential(s)

This can be a single section or a subsection under Education depending on what the certification or credential is for and how relevant it is to your major and target/purpose of your resume.