

# Resume Sections Guide

## Personal and Contact Information

Name

Proper Address Format:

1234 Main Street

City, NY 12345

Phone Number

Professional Email Address

## Objective

What is an objective? An objective is something that your efforts or actions are intended to accomplish or attain. In other words...You need a goal.

What are you good at? What skills do you have? What kind of job do you want?

Example: To obtain a position in the \_\_\_\_\_ field, where my \_\_\_\_\_ skills and experience can be of use.

## Profile/Personal Summary

A brief, well-written statement that conveys that you have to offer to a potential employer. It answers the question, "What can this candidate do for me?"

A comparison:

Objective: Desire technical editing position with supervisory responsibilities in an engineering firm.

Profile: Highly skilled technical writer with three years publishing experience. Knowledgeable in current web design technology. Experienced communicator and team player.

## Skills

Skills are things that you do very well, or particular abilities you possess. You should list at most 6 on one resume. There are 3 different types of skills:

1. **Self-Management**—traits/work ethics you should already have. These can be used in your Profile section, or in your cover letter. Examples: Reliable, Dependable, team-oriented, time management, works well with minimal instruction
2. **Transferable**— skills that can move from one job, or educational setting, to your new job. Examples: customer service skills, community liaising, training/instructing/teaching, bilingual...
3. **Job-related**— usually specifically required for the job, they can be found within the job description. They are buzzwords or career-specific keywords. Includes skills with specific software, machinery, methods, or programs. Examples: curriculum development, proficient in MS Office Suite, dispute resolution, medical coding and billing skills, proficiency in QuickBooks...

**J O B M A P**



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## Professional Experience

Reverse Chronological Order (Most recent jobs go first)

### PROFESSIONAL EXPERIENCE

<b>Steinway Child and Family Mental Health Services / Queens, New York</b>	<b>Dec. 2009 - Present</b>
<b>Respite Worker</b>	
<ul style="list-style-type: none"> <li>• Planned and facilitated recreational activities</li> <li>• Helped disabled children build life and educational skills</li> <li>• Cared for children with mental disabilities or behavioral issues</li> <li>• Logged progress notes that reflect upon every visit and activity</li> </ul>	

Include the most important basic job responsibilities, but focus on special projects, duties, tasks and any above and beyond accomplishments/promotions. ALWAYS use bullet points, action verbs, and past tense when listing job responsibilities!

## Education and Activities

List degrees and the dates they were earned. Include extracurricular activities, especially if you held an office. Degree and date earned/ degree in progress, G.P.A., Minors, Special programs, i.e. Pre-Law/ Pre-Med.

### EDUCATION

<b>York College / CUNY, Queens, NY</b>	<b>Dec. 2010 - Present</b>
<b>Bachelor of Arts in Journalism</b>	
<b>Anticipated: June 2012</b>	
<ul style="list-style-type: none"> <li>• <b>Dr. Mary Umolu Award (for excellence in journalism): Recipient</b></li> </ul>	<b>May 2010</b>

## Volunteer Experience

A volunteer experience is any service that you performed without pay. This section can look exactly like your Professional experience section.

Examples: Soup Kitchens, Food Pantry, Community Boards, Precinct Councils.

## Certificates and Licenses

Include if relevant to or required by the job you are applying for.

Examples of Certificates: CPR certified, registered nurse's assistant, food handling license, livery driver's license, commercial driver's license, Certified Associate in Project Management, Certified QuickBooks User, Microsoft Office Specialist in Word/Excel, etc.

## Awards, Publications/Presentations

If you have won any professional awards, been published, or given any presentations or talks, include this optional section.