

# Resume Components

COMPONENT	BASICS	COMMENTS
<b>Identifying Data</b>	Name, address, email address and phone number should be at the top of the page (include area codes and zip codes).	Be sure that any message on your answering machine or messaging service is appropriate for the ears of a potential employer, and that your email address itself is professional. If you have a personal web page that you want potential employers to view, include its address here as well.
<b>Job Objective *</b>	If used, this is a one-line description of the position desired.	The objective statement should follow your name and personal information at the top of the resume and should reference the specific job position as advertised by the prospective employer. As with the rest of the resume, capitalize the first word, but do not write in complete sentences (i.e., no period) and do not use "I."
<b>Education</b>	Include the name of each school, major, degree received and the graduation date, projected graduation date, or dates of attendance if no degree was completed.	If your degree included courses in areas relevant to the position for which you are applying, indicate these course titles. Honors or grade-point average information is optional, although recommended if among your strong points. Consider that listing a 'good' GPA may still put you at a competitive disadvantage against other top applicants, and never list GPA's below 3.00 unless required. If you attended more than one school, list the most recent first. It is not always necessary to list all schools you have attended. Do not list high school. Additional training you have received may go under this heading or under a separate one.
<b>Experience/ Work History</b>	Paid, volunteer or military roles go here. Emphasize duties, responsibilities, skills, abilities and accomplishments appropriate to the position for which you are applying. Note the job title, employing organization, and dates of employment.	In addition to describing job functions, identify your achievements and contributions (for example, a procedure you streamlined or a cost-saving suggestion you made). Experience need not be paid to be included here. Pay attention to the employer's expectations—they may or may not require that your history be exhaustive.
<b>Skills and Abilities *</b>	Include foreign languages, computer skills, office skills, lab techniques or transferable skills not mentioned elsewhere in the resume.	Depending on the number of skills and the amount of room available, these can be listed under separate headings (below) or combined under a heading labeled "Skills and Abilities."
<b>Languages *</b>	Mention if you are fluent in a foreign language.	If you understand a language but are not fluent, you still may want to mention it. For example: "Fluent in Russian"; "Conversational in Spanish"; "Read and write French."
<b>Activities and Interests *</b>	In order of importance, list student activities or organizations, professional associations and/or committees in which you have participated. List any offices that you held and indicate the skills you used.	Emphasize activities and interests that show leadership, initiative or pertain to your career interest.
<b>Community Involvement/ Volunteer Activities *</b>	List offices held, organizations, projects and the skills and abilities demonstrated.	If extensive, an involvement may be listed under "Experience." If the setting is political or religious, you may want to use generic descriptions (e.g., "Youth Leader for church," "Speech Writer for City Council candidate").
<b>Honors *</b>	Recent graduates and continuing students can include academic honors such as Dean's List, honor societies or scholarships.	These can be listed separately or as a subsection under "Education."
<b>Research and Publications *</b>	Briefly describe relevant research projects. List articles, papers or books that have been published.	Note that employers expecting an extensive body of research and publications will often prefer a CV to a resume.
<b>Travel *</b>	Include this section if your career interest involves travel or knowledge of other cultures.	You can also use this as a way of distinguishing yourself if you have significant and/or immersive travel experience.
<b>References *</b>	Although a standard closing to a resume is the phrase "References Available on Request," this is not necessary. This is the best place to state that you have "Portfolio and/or writing samples available on request," if applicable.	When you are asked for references, have a separate page prepared with the word "References" at the top. List names, titles, contact information and brief explanations of your relationship and applicable job duties. <i>Always</i> ask permission before using anyone as a reference. Do not use your relatives or friends as references. Try to use people who know about your work-related abilities, such as former employers, volunteer project supervisors, counselors or faculty. You also must maintain contact with a reference if you list them for more than a month or two.

\* Optional components—use if appropriate to your background and the employer you're targeting.



## San Francisco State University Career Center

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