

What to Put in a Resume

Contact Information

Contact information should be placed on top of your resume. It should be easy and quick to read.

- Name and address
- E-mail address. Avoid using unprofessional e-mail address such as banana buns or hottie4u.
- Phone numbers. Remember to check your outgoing voice mail message for loud background music, slang, or improper language.
- Include the address for your website or [online portfolio](#).

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esmith@email.com
<http://www.esmith.com>

Objective Statement

An objective statement clearly states the purpose of your resume. Not every resume has this. Use it to let an employer know your specific job or career goal. Tailor your objective to the type of job to which you're applying. If you decide not to include it in your resume, be sure to state an objective in your cover letter.

Example: "To obtain a challenging position as an administrative assistant in the financial services industry."

Employment History

You can present your work experience in [a variety of ways](#). The most straightforward way is the chronological format. List your current or most recent job, and work backwards in time

Administrative Assistant (January 2009-Present)
ABC Financial Services, Minneapolis, MN

- Supported three department managers with word processing, scheduling, and filing.
- Generated reports to summarize monthly activities.

Education

List your educational accomplishments, starting with your most recent or highest degree. Include the name and location of the institution attended, your degree, and field of study/major.

Other Information

Include relevant information that relates to the job to which you are applying. This may include memberships to organizations, volunteer work, military experiences, computer skills, awards, and hobbies.