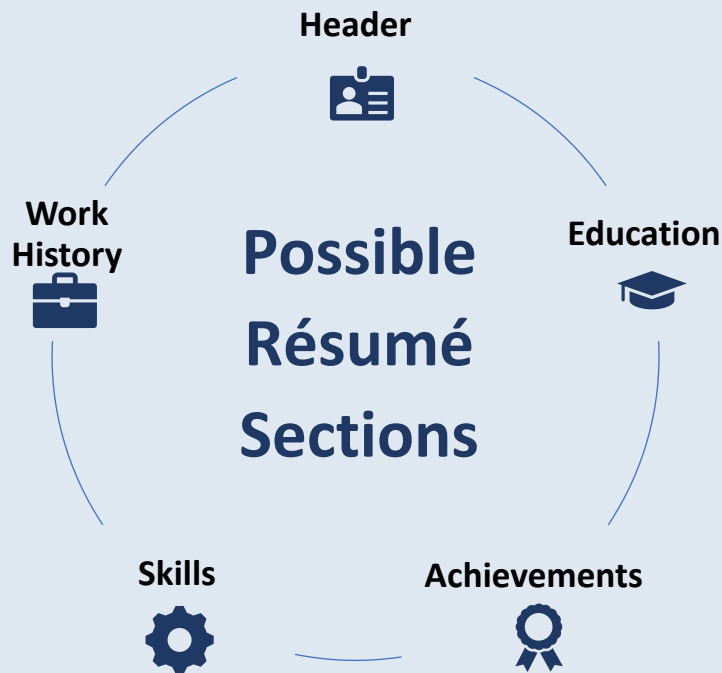


Step 2: Determine how to organize your information.



- > Meant to provide contact information to employer
- > Typically includes Name, Phone Number, Email, and Address
- > Can include LinkedIn or personal website link



- > Meant to share level of education obtained
- > Typically includes Institution name and city, degree, and major
- > Can include GPA (if over 3.0) and graduation date (if still in school or recent grads)



- > Meant to display skills that are relevant to the position
- > Includes both technical skills and soft skills
- > Can include bullet statements on how the skills were obtained and demonstrated



- > Purpose: to show your experience in the workforce
- > Includes Employers name, location, job title, dates of employment
- > Can include bullet statements that explain what you did and what you accomplished on the job



- > Can include any section that will aid in obtaining the job
- > Formatted like other sections including organization names, dates, etc.
- > Sections can include Honors/Awards, Volunteer Work, Publications, Certifications, Activities