

RESUME SECTION HEADINGS

CLUSTER YOUR EXPERIENCE!

To make your resume really stand out, consider grouping similar experiences under specific section headings. This way your resume will be more targeted towards your particular skills and will highlight your accomplishments and experience within that area.

Type of Paid/Unpaid Experience

- Administrative Experience
- Classroom Teaching
- Clinical Experience
- Community Organizing
- Community Service
- Counseling Experience
- Cross-Cultural Experience
- Customer Relations
- Editorial Experience
- Event Planning
- Field Work
- Fundraising Experience
- Graphic Design and Layout
- Health Care Experience
- Human Resources Experience
- International Experience
- Leadership and Communications
- Leadership Experience
- Managerial Experience
- Marketing Experience
- Market Research
- Performing and Visual Arts
- Program Design/Development
- Project Experience
- Promotion and Publicity
- Public Relations Experience
- Public Speaking Experience
- Records Management Experience
- Research Experience
- Research and Writing
- Training and Development
- Supervision and Training
- Teaching Experience
- Technology Experience
- Writing and Editing

Professional Activities

- Conferences Attended
- Professional Affiliations
- Professional Associations
- Professional Development (workshops, trainings, and conferences you've attended)
- Professional Presentations and Trainings (you've given)
- Publications (completed or in progress)

Technical Headings

- Computer Skills
- Language Skills
- Technical Skills
- Laboratory Techniques
- Multi-media Skills
- Information Technology Expertise

Additional Ideas

- Campus Involvement and Service
- Community Activities
- Entrepreneurial Achievements
- Experience With Children
- Military Experience
- Professional Experience
- Projects (Marketing or Research Projects)
- Senior Research Project
- Senior Thesis
- Volunteer Activities

COMMON GENERAL HEADINGS

- **Career Objective**
- **Education (Honors, Awards, Scholarships, or Fellowships)**
 - **Relevant Coursework**
 - **Skills/Strengths**
- **Experience (Professional, Related or Relevant)**
 - **Interests / Activities / Memberships**
 - **Licenses / Certificates**