

Possible Resume Headings

Standard Headings: Objective, Education, Relevant Course Work, Experience, Computer Skills, Volunteer Experience, and Extracurricular Activities

Other Headings:

- Certification or Endorsements, Certificates, Licenses
- Clinical Education Experience
- Coaching Experience
- Committee Responsibilities
- Community Involvement
- Computer Skills***
- Field Experience or Internship/Co-op Experience
- Foreign Language or Study Abroad or Foreign Exchange
- Grant Writing or Grants Received
- High School Activities (usually leave off after first year of college)
- Honors/Activities or Scholarships/Awards
- Leadership Abilities
- Military Experience
- Presentations
- Professional Affiliations or Memberships
- Professional Development or Special Training
- Program Development
- Publications
- Relevant Experience or Other Experience
- Seminars Attended or Conferences Attended, Workshops Attended
- Special Projects or Projects (good for high tech related)
- Student Teaching Experience
- Technical Skills
- Varsity Sports or Intramural Sports

***Other possible groupings for computer skills: Application Architectures, Databases, Development Tools & Technologies, GUI, Hardware, Internet/Intranet Technologies, Languages, Networks, Operating Systems, Packages, Programming, Relational Database Management Systems, Software, Tools

