

Resume headings and sequences



The purpose of your resume is to clearly show that you possess the knowledge, expertise, and experience necessary for effectiveness in the position. It needs to be designed with one thing in mind: why you should be selected for an interview.

Following are two portrayals of the unlimited array of headings and variations on the sequence in which they are presented.

It falls to you to select those headings that most appropriately accommodate your content and arrange them in the order that best represents you.

Resume headings and sequence option A

RESUME
NAME
Contact information

OBJECTIVE or PROFILE STATEMENT

ACHIEVEMENT HIGHLIGHTS

CURRENT POSITION

EDUCATION

PRIOR CHRONOLOGICAL EXPERIENCE

CREDENTIALS AND LICENSES

PROFESSIONAL AFFILIATIONS

PERSONAL INTERESTS

REFERENCES

Resume headings and sequence option B

RESUME

NAME

Contact information

CREDENTIALS AND LICENSES

EDUCATION

CHRONOLOGICAL EXPERIENCE

Achievement highlights bulleted under each position

PUBLIC RELATIONS AND COMMUNITY PARTNERSHIPS

COMMUNITY INVOLVEMENT AND LEADERSHIP

PROFESSIONAL AFFILIATIONS AND LEADERSHIP

HIGHER EDUCATION EXPERIENCE

PUBLICATIONS, LECTURES, AND PRESENTATIONS

AWARDS AND RECOGNITIONS

GRANTS AND PROJECTS

REFERENCES