

# Resume Sections

## Contact Information

- Top of the resume, easy-to-find
- Full name in **large font; bold** and/or ALL CAPS
- Rutgers email address
- Cell phone number
- Optional: LinkedIn / portfolio

## Education

Degree, Major, Name of Institution / Location, Graduation Date (month and year) For Students and New Grads, Education typically appears near the top of the resume.

Whether to include GPA can be tricky. Many employers (especially those with formal new graduate hiring programs) use GPA to screen candidates. As a general rule, if your GPA is 3.0 or higher, include it. If not, discuss your options with a career coach. Many new grads will feature coursework that is relevant to the job as a way to provide the potential employer with some information about their knowledge and skill sets.

## Honors/Awards

Include those that are relevant to the job, demonstrate achievement, or provide evidence of your skills.

## Experience

Name of Organization, Title / Experience, Location, Dates

- Description of the experience (what you did, how you did it, what you accomplished). List in bullet point format.
- Internships and co-op assignments, full and part time jobs, and volunteer experiences can all go here, but depending on the position and circumstances, sometimes the new grad resume will feature a "Relevant Experience" section, where just those experiences relevant to the job at hand are detailed.
- Each bullet point should start with an action word.

Overall, your goal is to make the information easy to find, read, and understand. Use action words to describe what you did. As possible, include keywords that match those found in the job description, and quantify your accomplishments.

## Skills

In general, use this to identify technical abilities, such as proficiency in specific software and language skills.

## Activities

Although it is technically optional, this section may be very important to you; your activities can provide evidence that you have key skills that will benefit you on the job. Sharing your involvement offers you the chance to show the employer you have desirable skills—leadership, teamwork, communication, and more. Plus, many employers will look at this section to see if the candidate is well-rounded.