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 toward your particular skills and will highlight your accomplishments and experience within a specific area. It is much more interesting than just having a "Work Experience" and a "Volunteer Experience" section. The type of experience you have gained is more important than whether or not you were paid for it. Also, note that you may need to add "-Related" to the end of a category name so you are able to honestly fit more in that category. For example, working at a reception desk in a law office may not be "Legal Experience", but could be included in "Law-Related Experience".

COMMON GENERAL HEADINGS

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

TYPES 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 Experience	Health Experience	Human Resources
International Experience	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	Supervision and Training
Technology Experience	Writing and Editing	

PROFESSIONAL ACTIVITIES

Conferences Attended	Professional Affiliations	Professional Associations

Professional Development (workshops, training, and conferences you've attended)
Professional Presentations and Training (you've given)
Publications (complete or in progress)

TECHNICAL EXPERIENCE

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

ADDITIONAL IDEAS

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