

## Basic résumé requirements for Career Center Database

In order to best represent your qualifications to employers your résumé must have information related to the following 3 areas. The following are examples, and depending on your unique experiences, your résumé may not have every element listed in these examples.

### 1. EDUCATION

List the proper title of your degree and major, expected date of graduation, Wright State University and Dayton, OH List your most recent degree first.

#### Examples:

##### EDUCATION:

**Bachelor of Arts, History**  
Wright State University

May 20XX  
Dayton, OH

**Master of Science in Biology**  
**Bachelor of Science in Biology**  
Wright State University

May 2014  
May 2012  
Dayton, OH

### 2. RELEVANT SKILLS/COURSES/LICENSES

Skills gained from your courses, listed by course title, course content, course project or technical skills. Some fields have special certifications or professional exams.

#### Examples:

##### RELEVANT SKILLS:

Marketing Planning  
Promotional Marketing  
Sports Marketing  
Product Marketing

Personal Selling and Sales Management  
Internet Marketing  
Strategic Management  
Microsoft Office

##### RELEVANT COURSES:

Inorganic Chemistry  
Organic Chemistry  
Quantitative Analysis  
Physical Chemistry  
Biochemistry

Applied Chemical Spectrometry  
Calculus-based Physics  
Calculus  
Animal Form and Function  
Cell Biology and Genetics

##### TECHNICAL SKILLS:

LabVIEW  
MATLAB  
C++ Programming  
SolidWorks

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint

**LICENSURE:**

Ohio Intervention Specialist, K-12 Mild/Moderate	12/2016
OAE Professional Knowledge: Multi-Age (PK-12)	1/2015
OAE Special Education	3/2015

**3. EXPERIENCE**

Can include work (paid or unpaid), internships, service learning, leadership roles, course projects, volunteer, clinical or field experiences. Include job title, months/years, company or organization, and city, state. Describe how you accomplished your responsibilities using bullet point statements.

**Example:****Social Media Intern**

January 20XX – May 20XX

Major News Corporation

Dayton, OH

- Updated Twitter account up to 8 times daily to inform online community of news and events
- Maintained the organization's Facebook page by posting site content, responding to Fan comments, and promoting page through Facebook and Twitter
- Researched trends in social media use for new media and traditional newspapers
- Increased the number of followers on each social media platform by 13% through cross-promotion
- Shadowed administrative staff to learn about managing a major newspaper

**Example:****Project Experience****Incline Plan Railway System**

Fall 20XX

- Developed original design ideas for an incline-railway control system
- Researched practicality and cost effectiveness of each design
- Drew 3-D models of design and individual parts using Auto-CAD and Solid Edge