

RESUME GENERAL OUTLINE

Note: Here is one idea of a standard format for chronological resumes. Appropriate adjustments may be necessary for functional resumes.

SECTION 1: Name & Address Header – Centered

SECTION 2: Summary Statement – Left Justified

SECTION 3: Key Words/Skills (Optional) – Centered

SECTION 4: Professional History with Accomplishment Statements – Left Justified

SECTION 5: Education History – Left Justified

SECTION 6: Awards, Community Involvement, etc. – Left Justified