

RESUME BUILDING GUIDE



The resume is critical and used to determine your potential for success in the program. It should cover your professional experience, certifications, and other relevant preparation. All sections of your resume should list titles, institutions and organizations in reverse-chronological order.

PROFESSIONAL PROFILE



Also referred to as "Summary of Qualifications" or "Career Objective"



Explain your professional experience in a brief overview



Include core competencies such as skills and knowledge

PROFESSIONAL EXPERIENCE



Include your title, dates of employment, organization name and location



List specific accomplishments, projects and experience



Begin each bullet with an action verb and focus on the impact for the organization

EDUCATION & TRAINING



Include institution name, location and date of graduation



List degree/certification, field of study, concentration, and GPA (optional)



Can add coursework, thesis, honors, scholarships and study abroad details

PROFESSIONAL AFFILIATIONS



Include organization name, location and dates of affiliation



List your title and dates of internships and volunteer positions held (if applicable)



List specific contributions and accomplishments relevant to program of interest

SKILLS & ACCOMPLISHMENTS



Add other specific, relevant info as necessary



Additional skills such as language(s), technical and computer skills



Can add appropriate interests and hobbies

QUESTIONS/CONCERNS?

We've done our best to fit as much helpful information in this guide as possible. However, we understand that **each applicant has a unique situation**, and we're happy to provide additional assistance if needed.

For additional support beyond what is provided in this guide, please call our toll-free number at **1-877-215-0009** or email **duonline@drexel.edu**

