

Basic Background Information List for Resume Preparation

Personal Information

Name
Address
Phone / Fax
Cellular Phone
Email Address

Education

Name of College
Type of degree (if no degree, list relevant courses completed)
Date of graduation
Major/Minor or secondary academic emphases
Grade Point Average overall
Grade Point Average in your major
Activities
Honors
Awards

Name of High School
Graduation or GED Completion
Academic interests
GPA
Activities
Honors
Awards

Community/Professional Activities

List of community service: (i.e., scout leader, tutor, Big Brother/Sister, etc.)
List of honors and awards not mentioned with schools above
Professional licenses
Professional credentials
Professional and/or academic organizations, memberships, offices held (if applicable)
Professional conferences attended
Publications
Presentations or workshops
Languages you speak or read or understand
Special talents not mentioned elsewhere
Major research projects or other types of major projects from your college career

Employment/Volunteer Experience

Organization name for each job/experience
Organization city and state
Dates of involvement
Your title
Supervisor's name and title
Duties
Your contributions above and beyond the daily routine
Any special training or skills that you developed
Any special recognition
How did you leave the situation better than you found it?

References

Name, title, address, telephone number, email
(References will not be included in your resume, rather they will be available upon request on a separate page. Be sure to ask your references for permission to use them.) Have personal and professional references—usually two professional and one personal.