OPTIONAL SECTIONS TO INCLUDE ON YOUR RESUME

Use this guide as inspiration for additional resume sections that you can include based on your experiences, skills, and accomplishments.

These sections can be used in addition to your contact information and education.

HELPFUL TIP: Try to include 2-3 bullet points per experience!

RESEARCH/PROJECT EXPERIENCE (OPTIONAL)

Project Title Start Month & Year – End Month & Year

Course Title | Capital University

- Description of experience (purpose of research) and your role using bullet-plus format (results oriented!)
- Include any statistical software used!

COMMUNITY ENGAGEMENT / VOLUNTEER EXPERIENCE (OPTIONAL)

Position Title City, State

Organization Name Start Month & Year – End Month & Year (or Present)

- Description of experience using bullet-plus format (results oriented!)

LEADERSHIP EXPERIENCE (OPTIONAL)

Position Title City, State

Organization Name | Capital University Start Month & Year – End Month & Year (or Present)

- Description of leadership position held, purpose of organization, and how you contributed

STUDENT-ATHLETE EXPERIENCE (OPTIONAL)

DIVISION III STUDENT-ATHLETE | SPORT Start Month & Year – End Month & Year (or Present)

Capital University, Columbus, Ohio

- Description of experience using bullet-plus format (results oriented!)

FIELD/TEACHING/CLINICAL EXPERIENCE (OPTIONAL)

Position Title City, State

Organization Name Start Month & Year – End Month & Year

- Description of experience using bullet-plus format (results oriented!)

ENSEMBLE/PERFORMANCE EXPERIENCE (OPTIONAL)

Ensemble Performance Name, Location
Role Held, Start Month & Year – End Month & Year
Ensemble Performance Name, *Organization Name,* Start Month & Year – End Month & Year

Two different examples of formatting are provided here!

RELEVANT COURSEWORK (OPTIONAL)

Course Title	Course Title
Course Title	Course Title
Course Title	Course Title

We recommend listing between 4-6 courses if you chose to include this on your resume.

Also make sure to write out the *complete* course title.

(ex.) Exercise Physiology vs. Ex. Phys
Introduction to Accounting vs. Intro to Account.

SKILLS (OPTIONAL)

Technical/Software Skill	Technical/Software Skill
Technical/Software Skill	Technical/Software Skill
Technical/Software Skill	Technical/Software Skill

It is recommended best practice to include only hard skills (software & technical) within this section.
(ex.) Microsoft Suite, Google Suite, Python, R, SPSS, etc.

Soft skills, such as teamwork/time management/organization, should be included within your bullet points to showcase skills you learned within your experiences.

HONORS & AWARDS (OPTIONAL)

Honor/Award Received (Month & Year Received)

Great place to include scholarships, extracurricular, and academic awards (ex.) President's/Provost's/Dean's List)