RESUME WRITING – Possible Category Headers

Choose section headings that relate to the skills and experiences that you are featuring.

Opening Headers
Professional Objective
Job Target
Career Goal
Statement of Purpose
Career Highlights
Professional Profile
Executive Profile
Key Qualifiers
Strengths & Abilities
Capabilities
Professional Summary
Summary of Qualifications

Education
Education
Post-Secondary Achievement
Education & Credentials
Professional Development
Academic Preparation
Study Abroad Programs
Professional Seminars
Licenses & Certifications
Credentials
Specialized Training
Career Related Training

Academic Experience
Academic Projects
Relevant Course Work
Presentations
Recent Publications
Selected Publications
Notable Publications
Research & Publications
Research Interests
Research Experience

Experience
Career Related Experience
Work Experience
Relevant Experience
Experience Highlights
Professional Experience
Other Experience
Teaching Experience

Experience *continued*
Volunteer Experience
Sales Experience
Coaching Experience
Apprenticeship(s)
International Experience
Employment History
Internship(s)
Special Projects
Military Service

Activities
Activities
Leadership Activities
Community Service
Campus Affiliations
Memberships
Civic/Community Activities
Extracurricular Activities
Activities & Honors

Skills and Qualifications
Languages
Professional Skills
Professional Expertise
Computer Expertise
Computer Skills
Technical Skills
Technical Knowledge
Summary of Skills
Areas of Expertise
Key Qualifications
Skills & Qualifications
Summary of Qualifications
Management Skills
Research & Development
Marketing Skills
Core Competencies

Affiliations and Awards
Professional Affiliations
Professional Memberships
Professional Associations
Bar Admission
Patents
Achievements
Major Accomplishments

Affiliations and Awards *continued*
Honors & Awards
Notable Achievements
Fellowships
Community Involvement

Specialty Headers for Experience
Accounting
Administrative/Clerical
Advertising
Architecture
Career Development
Communication
Community Affairs
Counseling
Creative Design
Customer Service
Data Collection & Analysis
Education & Training
Finance
Fund Raising
Graphic Design
Human Resources
Leadership & Management
Market Research
Materials Handling
Media Productions
Medical Service
Planning & Organization
Political/Public Action
Printing
Production
Product Development
Program Planning & Development
Public Relations
Public Speaking
Purchasing
Research
Sales, Promotion & Marketing
Supervision
Teaching
Volunteer Management
Writing & Editing