Add a class or academic project to your resume

Add a class

- We suggest only adding classes to your resume if they are relevant to the job you are applying to and are not common courses that other students in your major take.

- Only list advanced courses or courses at the 300, 400, 500, or 600 level. Avoid intro and 100 level courses.

- For example: If you are a communications student seeking a position in marketing and completed marketing electives, include this in your resume.

- If you have not completed unique classes that are directly related to the job, consider focusing on your unique accomplishments to distinguish yourself from other students.

- Focus instead on your experiences and skills that make you a qualified and unique candidate, as opposed to listing classes that other similar candidates also complete.

If you choose to add classes to your resume, use one of the formats below.

Education **Create a new section labeled "Relevant Coursework"**

Bachelor of Arts, Psychology   May 20XX
Arizona State University, Tempe, Arizona

Relevant Coursework

Business
Business Ethics | Product Management | Social Media Marketing | Technical Writing

Communications
Communication Theory | Persuasive Theories | Public Speaking

If you have multiple relevant course categories that are relevant to the job, consider listing them in no more than 3 columns.

Consider alphabatizing your coursework

Relevant Coursework

Technical writing, Business to Business marketing, Product Management, Logistical Sales

You may also consider listing all classes on one line with commas

Instead of listing courses alphabetically, consider listing classes based on relevancy to the job posting.

ASU Career and Professional Development Services
Arizona State University

Add a project

Academic projects are a great option to showcase your skills and career competencies. If you chose to add this to your resume:

- Only include professional, academic projects that provided you with relevant experience.

- Ensure the project aligns with the job posting that you are applying to.

- Review the job posting for the skills, experiences and knowledge that the employer is seeking. Highlight how you gained this through the project.

- Include 3-4 bullet points and thoroughly describe the project, your role and the skills you gained.

If you choose to add projects to your resume, use the format below.

Ima Student
careerservices@asu.edu | linkedin.com/school/arizona-state-university

Create a new section titled "Academic Projects"

Education

Bachelor of Arts, Communication
Arizona State University, Tempe, Arizona

List Arizona State University as the company/ organization name

List the months that you worked on the project

Academic Projects
Project Name, Arizona State University, Tempe, Arizona   January 20XX – May 20XX

- Only include 1-2 projects on your resume that are directly related to the job you are applying for.
- Use 3-4 bullet points to describe the project, your role and the skills you gained.
- Coordinated communication efforts amongst group of 10 peers to ensure data collection was successful.
- Designed and implemented social media marketing campaign using brand storytelling to increase sales.

List the project name in place of a job title

Include 3-4 bullet points that describe your role