

ARL CAREER ENHANCEMENT PROGRAM STRUCTURED RESUME FORMAT

Instructions: Your structured résumé must address each of the following sections in the prescribed order. Each heading should be in bold type. If a heading is not applicable, you must still list it, but indicate “N/A” below the heading.

Please insert a header with your name in the top right hand corner of each page of the document.

Name

Address

Phone

Email

Educational Information (From latest to earliest. Include years attended, date of graduation, degree earned, and major area of study. List expected graduation date if applicable.)

Work Experience (From latest to earliest. Indicate type of employment, e.g. salaried, hourly, practica, volunteer, and number of hours/week.)

Job Title

Organization/Company

Dates

Number of hours per week

Supervisor’s name, email, and phone number

Primary duties and responsibilities

Honors and Achievements

Publications/Presentations

Professional Development (Include continuing education courses, special training, certificates.)

Professional Memberships (Include student organizations, positions held.)

Foreign Language and Computer Skills

Title of Courses Taken in Library/Information School (Clearly indicate courses in progress that are not reflected on transcripts.)

Your résumé must be uploaded online along with your essay and application.