

## OUTLINE FOR A RÉSUMÉ/CURRICULUM VITAE – FW #2

**Personal Information** (list name, address, phone number(s), e-mail address; personal web page address—as available)

**Educational Background** (list names of colleges attended in reverse chronological order, dates attended, degrees received, date received, and major/minor)

**Graduate Courses Completed** (list course names, numbers, and date taken of the courses you will have completed when you begin fieldwork) [Note: When applying for post-graduate position, you may summarize this information and highlight the particularly relevant courses in your cover letter of application.]

**Work Experience Related to Field** (include dates of employment in reverse chronological order, position title, names of college or agency, specify if position was on a paid or volunteer basis. Do not include specific salary for paid employment.)

**Other Work Experience** (include dates of employment in reverse chronological order, position, title, name of organization/college)

If appropriate, you may also list (as are relevant) your experiences, skills, and/or accomplishments in the following areas:

**Awards Received**

**Community Service**

**Grant-Writing**

**Honors Seminar completed**

**Membership in Professional Associations**

**Presentations at Professional Meetings**

**Professional Licenses and/or Credentials**

**Professional Publications**

**Program Planning and/or Evaluation Experiences**

**Special skills** (e.g., language abilities, computer skills) – and / or –

**Workshops and/or Professional Meetings** attended in counseling field

Typically, within this section, the most prestigious and relevant accomplishments are listed first rather than in chronological order.