

Representing Education and Work Experience in Resumes

Important Elements to Include in Your Education Experience

- Your degree (or expected degree)
- The institution or school
- The location of the institution
- The date of graduation (or attendance)
- Grade point average (optional)

Examples of various ways to format these different elements

Example #1:

EDUCATION & CERTIFICATIONS	
B. Tech., Civil and Environmental Engineering Technology SUNY Canton, Canton, NY	May 2016

Example #2:

EDUCATION:	
UNIVERSITY OF MINNESOTA <i>College of Design</i> <ul style="list-style-type: none">▪ Bachelor of Science in Graphic Design▪ Cumulative GPA 3.93, Dean's List▪ Twin cities Iron Range Scholarship	City, State May 2011

Example #3:

EDUCATION Boston College , Chestnut Hill, MA <i>Bachelor of Arts, Communication, Minor: Management & Leadership</i> <ul style="list-style-type: none">▪ GPA: 3.85, Dean's List Scholar, Class Rank 50/1501 (Top 4%)	<i>Expected May 2019</i>
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Example #4:

EDUCATION Boston College - Morrissey College of Arts and Sciences <i>Bachelor of Arts in International Studies: Concentration Ethics and International Social Justice</i>	Chestnut Hill, MA May 2019
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Important Elements to Include in Your Work Experience

- Place of employment
- Place of employment's location
- Position or job title
- Dates of employment

Examples of various ways to format these different elements

Example #1: Position/Title Highlighted

EXPERIENCE	
Civil Engineering Intern Structural Systems, Solar, NY	May – August 2015
<ul style="list-style-type: none">• Trained to inspect industrial work sites for environmental compliance	

Example #2: Position/Title Highlighted

Farm Hand Sunny Day Dairy Farm, Canton, NY	Summers 2002 – Present
<ul style="list-style-type: none">• Repaired and maintained farm equipment	

Example #3: Place of Employment Highlighted

WORK EXPERIENCE:	
AMERICAN EAGLE <i>Sales Associate</i>	City, State July 2009 - present
<ul style="list-style-type: none">▪ Collaborated with the store merchandiser creating displays to attract clientele	

Example #4: Place of Employment Highlighted

WORK EXPERIENCE	
QVC, West Chester, PA <i>Corporate Communications / PR Intern</i>	Summer 2017
<ul style="list-style-type: none">▪ Drafted corporate stories, newsletters, and press releases published directly on the QVC website, resulting in increased media visibility	

NOTE: In each example, one line of the job duties, functions, or responsibilities is included. Each starts with an active verb.

