

RESUME CATEGORY TITLES & HEADINGS

Objective

- Employment Objective
- Career Goal
- Position
- Statement of Purpose
- Target Job
- Objective
- Job Target
- Career Objective
- Goal
- Purpose
- Professional Objective

Opening Headers

- Background Qualifications
- Proficiency Areas
- Abilities
- Background Summary
- Personal Traits
- Professional Profile
- Highlights
- Professional Summary
- Key Qualifiers
- Interests
- Overview
- Specialty
- Strengths
- Synopsis
- Summary of Qualifications

Activities & Interests

- City Involvement
- Committees
- Professional Associations
- Volunteer Experience
- Extracurricular Activities
- Leadership
- Student Organizations – be sure to mention any offices held
- Be sure to keep any of these headings and items relevant to the job opening. Do not just use this as space filler by listing your hobbies and favorite things!

Experience Categories

- Accomplishments
- Additional Experience
- Additional Positions Held
- Advanced Training
- Career Profile
- Career Highlights
- Career Progression
- Coaching Experience
- College Experience
- Employment Experience
- Employment
- Employers
- Employment History
- Experience Highlights
- Internships
- International Experience
- Military Service
- Occupational History
- Positions Held
- Previous Employment
- Training
- Special Projects
- Related Experience
- Relevant Experience
- Sales Experience
- Professional Experience
- Work History
- Professional Background
- Volunteer Experience
- Work Experience
- Summary of Experience
- Career Related Experience

Education Categories

- Specialized Training
- Notable Projects
- Related Course Work
- Education and Credentials
- Professional Development
- Licensing and Specialized Training
- Education/Professional Development
- Work Samples
- Related Training
- Academic Projects