



Key Points - Resume Content

1. The following sections are required on a resume:
 - Name and Contact Information
 - Educational History
 - Work Experience
2. The following sections are optional on a resume:
 - Objective
 - Volunteer Experience
 - Additional Skills
 - Awards or Honors
 - Associations and Clubs
 - References
3. Make sure your content is honest and concise (to the point).
4. Have a teacher, family member, or counselor proofread your resume.