



## 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.