**General Guidelines for Composing a Resume**

1. No objective is necessary, unless applying for an internship, etc. where specifying specific goals for the type of work interested in may be beneficial
2. Education should be listed first on your resume, except for your name (which should be large, centered, and bolded)
3. The different sections of your resume are dependent on the position applying for, strengths, etc. Some examples of sections for your resume could be as follows:

* Work Experience or Professional Experience
* Service or Community Outreach/Service
* Accomplishments or Achievements
* Professional Skills
* References: Available Upon Request

1. Depending on level of education and experience, resumes should be limited to 1 page for an individual just beginning their career or a recent graduate, and individuals with more experience may have resumes that are 3-4 pages long.