**Your Resume Information Checklist**

1. **Employment History (Past and Present)**
2. **Key Accomplishments/Projects**
3. **Education Information**
4. **Certification/License Information**
5. **Volunteer and Community Involvement**
6. **Training**
7. **Technical Skills / Platforms**
8. **Awards and Honors**
9. **Things an employer should know about you**
10. **Industry Keywords**

Employment History:

*Start with your most recent position and work backwards for 10-15 years.*

**Organization:**

**Title:**

**Begin:**

**End:**

**Organization:**

**Title:**

**Begin:**

**End:**

**Organization:**

**Title:**

**Begin:**

**End:**

Education:

*Omit your high school education and any years of graduation*

**Institution:**

**Degree or Coursework**:

**Institution:**

**Degree or Coursework:**

**Institution:**

**Degree or Coursework:**

Certification/Licensure:

Training:

**Topic/Skill:**

**Provider:**

**Topic/Skill:**

**Provider:**

**Topic/Skill:**

**Provider:**

**Topic/Skill:**

**Provider:**

**Topic/Skill:**

**Provider:**

Technical Skills/Platforms:

Awards and Honors

Things an employer would need to know about you

Industry Keywords: