

# CHOOSE YOUR RESUME HEADINGS

## Professional Profile and Summary of Qualifications

Career Objective	Personal Snapshot	Professional Summary
Career Profile	Personal Statement	Profile
Career Summary	Professional Objective	Qualifications Summary
Objective	Professional Profile	Summary of Qualifications

## Education and Training

Academic Background	Education	Licenses
Academic Experience	Education and Training	Professional Development
Apprenticeships	Educational Training	Professional Training
Certifications	Educational Qualifications	Related Coursework
Credentials	Formal Education	Related Projects
Continuing Education	Internships	Relevant Projects

## Skills, Expertise, and Proficiencies

Areas of Excellence	Computer Skills	Skills Qualifications
Areas of Expertise	Core Competencies	Software Proficiencies
Areas of Knowledge	Core Skills	Specialized Skills
Areas of Proficiency	Language Competencies	Technical Experience
Areas of Strength	Professional Qualifications	Technical Skills
Career Related Skills	Professional Skills	Technical Proficiencies
	Professional Strengths	Technology Skills

## Work and Employment

Career and Achievements	Experience Highlights	Professional Experience
Career Background	Freelance Experience	Professional History
Career Experience	Industry Experience	Related Employment
Career Highlights	Internship Experience	Related Experience
Career History	Military Experience	Relevant Experience
Employment History	Prior Experience	Signature Achievement
Experience	Professional Achievements	Work Experience

## Awards and Recognition

Academic Honors	Honors and Awards	Scholarships
Accomplishments	Notable Recognitions	Special Recognition
Achievements	Recognitions	

## Extra-Curricular

Associations	Extra-Curricular Activities	Publications
Athletic Involvement	Extra-Curricular Involvement	Published Articles
Civic Involvement	Leadership and Service	Reinvestment
Community	Leadership Experience	Volunteer Affiliations
Community Activities	Memberships	Volunteer Contributions
Community Involvement	Presentations	Volunteer Experience
Conference Presentations	Professional Associations	Volunteerism
Conventions	Professional Memberships	

## Sample Objective Statements

**Keep it short, be specific!**

- *Food industry professional looking to secure an assistant manager position at Chili's, LLC.*
- *Hard-working business graduate seeking to apply organizational skills to the position of junior accountant.*
- *Motivated engineering graduate seeking entry level quality control position with Dyna Tech, LLC.*
- *Caring professional with strong communication skills looking to obtain a part-time child care worker position at KinderCare.*