Resume Components

The following are possible sections for your resume. Remember to choose the sections that are most relevant for you. For samples, please visit the Resume and Cover Letter Toolkit on the UTM Career Centre [website](#).

Contact Information

This is where you include your name and the best way for an employer to reach you. Remember to include a phone number (that has a voicemail address) and your University of Toronto email address. Your street address is optional. If you have a well-developed LinkedIn profile, you can include a link.

Objective (Optional)

This is optional. In most cases, you will be including this information on your cover letter. If you choose to include an objective, make sure that it is information that helps the reader identify a specific goal (e.g. Recent University of Toronto graduate seeking opportunities as a financial analyst).

Highlight of Qualifications (Optional)

This is an optional section. The goal of this section is to show evidence of three to five qualifications that are most relevant to your reader at the top of the first page. Examples can come from extra-curricular activities, schoolwork, paid and unpaid experiences (e.g. demonstrated excellent organizational skills coordinating events for the _____ student group).

Education

Include all post-secondary education. After you complete your first year of University, high school information is optional (depending on how recent and relevant it is to the positions to which you are applying).

Required Information: Name of Educational Institution, Program (Specialist/Majors), Dates You Attended).

Optional Information: Relevant Courses (up to five that are related to the positions for which you are applying), Awards/Scholarships, GPA (if outstanding), Certification

Academic Projects (Optional)

In this section, you will provide details of any academic projects where you demonstrated knowledge or skills that are related to the positions for which you are applying. Examples include case studies, presentations and group work.

Required Information: Title of Project, Name of Course, Project Dates), Specific tasks you performed (using bullet points and action verbs)

Experience

You can choose to organize your experience sections based on relevancy (e.g. Related Experience, Additional Experience)

Required Information: Title of Position, Name of Organization/employer, Start and End Dates, and three to five specific tasks you performed.

When you describe your experiences, remember to use bullet points, [action verbs and outcome based statements)](#)

Co-Curricular Activities

In this section, you will list any clubs in which you participate. Note: if you have a specific role in the club (e.g. Treasurer), you can choose to move this information to our experience section.

Information to Include: Name of Club, Role (if applicable), dates

Volunteer Experience

In this section, you will list any places where you volunteered. Note: if the skills you gained are directly relevant to the positions for which you are applying, you can choose to move this information to your Relevant Experience section.

Information to Include: Name of Organization, Role (if applicable), dates

Memberships/Professional Associations (Optional)

In this section, list any professional organizations to which you belong.

Information to Include: Name of Organization, Role (if applicable), dates

Languages (Optional)

This section will contain a list of languages and level of proficiency (e.g. fluent, intermediate knowledge). If you speak multiple languages, we recommend that you include them on your resume (in the highlights section or a separate languages section)

Computer Skills (Optional)

This will contain a list of programs in which you are proficient. Note: if you are listing programming languages, you can create a "Programming Skills" subsection

Interests (Optional)

In this section, you would provide a list of any hobbies/interests that you wish to highlight

References (Optional)

If you add this section, you can simply state "References Available Upon Request)