

Introduction

Your introduction should consist of your contact info such as your name, address, phone number, email, and LinkedIn address. Underneath your name is quick introduction of who you are. This can be where you go to school or where you've recently graduated from. The summary should also include what your member of, whether it be a club, sport, or company.

Summary

This gives you the opportunity to highlight things that employers cannot afford to miss. Here you are showing achievements and attributes that make you the most valuable candidate.

Skills

Here we want to catch the employer's eye with skill-sets that you can bring to the organization. Many employers want to see hard-skills, including technology skills, such as the ones listed in this example, as well as communication skills! Also be sure to read over the skills that an employer lists in the job description, that way you know which skills you should consider putting on your resume.

Professional Experience (includes work, volunteer, or school work experiences)

List off your work experience starting with the most relevant and recent one. Besides describing your responsibilities, it's also very important to discuss achievements, such as awards, promotions, or performance numbers. Employers want to see that you were able to produce more than what the job demanded.

Language

List of all languages that you can speak and write fluently. Being bilingual or trilingual is extremely valuable to any organization.

Education

Write down the name of your school and the year you graduated or the year you will be graduating as well as your overall grades. Any academic achievements should go here as well.