



LEO: Literacy Education Online

Presenting Your Education in Resumes

For job applicants just finishing degrees, the education section of the resume is crucial. At minimum, you should include the degrees you received, months and years of graduation, and the schools you attended as well as their locations.

If you hold more than one degree, you should list them all in reverse chronological order, as the samples below show.

EDUCATION

St. Cloud State University, St. Cloud, MN, Bachelor of Science, May 1995

Major: Marketing

Minor: Economics

GPA: 3.2

Marketing Coursework

Marketing Channels, Consumer Behavior, Marketing Management,
Marketing Research, International Marketing, and Transportation Management

Brainerd Community College, Brainerd, MN, Associates Degree, May 1993

EDUCATION

St. Cloud State University, St. Cloud, MN

Master of Science in Educational Administration, May 1995

Masters Thesis: "Designing Multicultural Curricula for Secondary Classrooms"

GPA: 3.75

Colorado State University, Fort Collins, CO

Bachelor of Science in Social Work, June 1988

Yet if you're going to convince prospective employers that you've got the background they need, the education section of your resume should include much more

EDUCATION

St. Cloud State University, St. Cloud, MN

Bachelor of Science in Mass Communications (News Editorial Sequence), May 1995

Significant Coursework: Advanced newswriting and reporting, advanced editing, makeup, visual communications, photojournalism, mass media law, and print journalism production workshop

Bachelor of Arts in English (Writing Emphasis), May 1995

Significant Coursework:

Theories of persuasion and rhetoric in writing, business writing, advanced expository writing, and numerous literature and poetry courses

- If you've earned a minor, list that under your major.
- If you've earned a high grade point average, in your major, minor, or overall, include one or a combination of those GPAs. Listing GPAs of a B or better is always safe. If your GPA is lower than a B, check with your advisor or professionals in the field before listing it.

EDUCATION

St. Cloud State University, St. Cloud, MN

Bachelor of Arts in English, Rhetoric and Composition Emphasis, November 1995

GPA: 3.22 (4.0 scale)

EDUCATION

St. Cloud State University, St. Cloud, MN

Bachelor of Science in Supervision, May 1995

GPA Overall: 3.22/4.0 scale ; GPA in Major: 3.68/4.0 scale

Minors: Management and Psychology

- If you've earned special certification that are relevant to the position you're seeking, list them here.

EDUCATION

St. Cloud State University, St. Cloud, MN

B.S. in English and B.S. Minor in Information Media

School Librarian/Audiovisual Coordinator Licensure, May 1995

Summa Cum Laude, May 22, 1995

GPA: Major and minor 4.0; Overall 3.97

EDUCATION

St. Cloud State University, St. Cloud, MN

B.S. in Marketing, May 1995

Management Minor

University of Minnesota Extension, Minneapolis, MN

Certificate of Forestry Management, July 1990

Minneapolis Technical Institute. Minneapolis, MN

Diploma in Word Processing, June 1989

- If you've taken classes that would set you off from other applicants with the same degree(s), list them. Be sure that you include only advance coursework, and organize it from most to least important in terms of your job objective, grouping together class titles from the same areas.

EDUCATION**St. Cloud State University, St. Cloud, MN**

Bachelor of Science in Supervision Technology
August 1995

Supervision Courses

Supervisory Management, Personnel Management, Motion and Time Studies,
Occupational Safety and Health, Worker Motivation, Employee Training and
Development, Managerial Development, Organizational Communication

You can even make this easier to process by categorizing and naming groups of courses, as the sample below illustrates:

EDUCATION

St. Cloud State University, St. Cloud, MN -- AACSB Accredited

Degree: Bachelor of Science in Marketing, May 1995

Minor: Economics

Marketing Courses:

Marketing Channels, Consumer Behavior, Marketing Management, Marketing
Research, International Marketing, and Transportation Management

Economics Courses:

Microeconomics, Macroeconomics, Business Cycles and Forecasting, Money and
Banking, and History of Economic Thought

- If you've taken seminars or workshops, or completed special projects that closely correspond to your career objective, include them. Remember that "hands-on" experience, whether in the classroom or in the workplace, demonstrates that you understand class concepts well enough to apply them.

TEACHER PREPARATION

Partners in Alternative Teacher Education (PATE): a pilot program in District 742, emphasizing experiential learning and involving area teachers, university faculty, and education majors

Phase I: nine weeks classroom observation and seminars

Phase II: ten weeks student teaching

Phase III: debriefing

Pre-Student Teaching Experience: one week at Kimball High School, Kimball, MN, prior to 1995-1996 school year: Included workshops on Effective Elements of Instruction and Madeline Hunter Lesson Design

Independent Study: Tutoring Practicum, Writing Center Materials and Research

Major and Minor Courses: Research Writing, Creative Writing, Advanced Expository Writing, Business Writing, Reference and Bibliography, Selection and Evaluation of Media, Microcomputers, Photography

EDUCATION

Purdue University, West Lafayette, IN
 Major: Building Construction and Contracting
 Bachelor of Science, May 1994

Significant Courses

Plans & Specifications, Bidding, Field Operations, Surveying, Occupational Safety and Health, Scheduling, Structural Systems, Temporary Structures, Mechanical and Electrical Systems, Soils and Foundations, Construction Supervision

Relevant Projects

- Analyzed field operations of earthwork at construction site of Caterpillar Manufacturing Plant in Lafayette, IN
- Performed field ratings on the construction site of the Purdue Athletic Facility in West Lafayette, IN

- Given the highly technical and global nature of today's workplace, consider including computer skills and any foreign languages you speak fluently (as well as long-term overseas experience, such as study abroad programs.

SYSTEMS & HARDWARE**Hardware**

Gateway 5250 Workstation (running Windows NT)
 Powerbook
 Power Macintosh G3
 Ink Jet Printer
 Laser printer
 LAN (Local Area Network)
 Digital camera

Software

Microsoft Office98
 MSWord
 WordPerfect
 Microsoft Excel
 PowerPoint
 Filemaker Pro
 QuarkXPress (Passport)
 Adobe Photoshop
 Various html editors
 Email (both server and client software)
 The major web browsers

Foreign Language Facility

Bilingual in English and Spanish; fluent in French

Overseas Experience

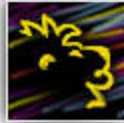
Study Abroad Program, Costa Rica, Fall and Winter 1994
 Study Abroad Program, Alnwick Castle, England, Summer 1994
 Extensive travel in France, Spain, Italy

Sometimes, students who have completed internships, co-op experience, or student teaching ask whether they should include this

experience under the education section of their resumes. However, such experience is usually detailed under the experience section of a resume.

[More Resume Tips](#)

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