

# RESUME DEVELOPMENT

PRIOR TO YOUR MEETING THINK ABOUT THE FOLLOWING

Items that should be listed on your resume.

- Full name with contact information (still relevant/in use after graduation)

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- Education (field of study (major, minor), GPA if above 3.5)

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- Work Experience/Previous Employment

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- Skills you've learned/ strengths

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- Honors, Awards

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- Certificates, Trainings

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- Volunteerism, Research

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- Clubs and/or Organizations

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- Positive references to attached to resume

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**What are your career goals (Where would you like to be in 1 year, location, environment, financially)?**