

1. In general, these can be helpful if they concisely describe your immediate employment goal, but it is not an essential component of a successful resume. This component of your resume outlines your educational background as well as any academic achievements or awards you have received. After your contact information, you may choose to include a resume profile, objective or summary depending on your preferences and goals. Depending on the job you are applying for, you may also want to include your social media platforms, blog or website. Your contact information should stand out from the rest of your resume so potential employers don't have to search for it. You can make your contact information bolder or a larger font than the rest of your resume to make it easy to see. Your resume should include an experience section that clearly outlines the specific work and other experience you have that is relevant to the position you are applying for. You can also include any significant achievements or awards received in previous jobs you have held. You should include the name of the college you attended, the degrees you completed and honors or achievements you earned. There may be additional information you wish to include on your resume that doesn't fit in other sections. Before including additional information, however, be sure to ask yourself whether including this makes you a more appealing candidate to the potential employer. Resume profile, objective or summary. Optional parts to include on your resume. Contact section. 2. 3. Experience. 4. Education. 5. Skills. If the