

1. Contact information

In your résumé heading, you need to include

1. Name;
2. Physical address;
3. Telephone number;
4. Professional email;
5. Web site;
6. Social media.

Sarah N. Jones

418 Washington St., Apt. 7; Cordova, TN 38018
901-634-3655; sarahjones@gmail.com; sarahjones.com
Twitter: @snjones

2. Education

Start with your highest degree earned, and work backward. List the degree, graduation year, department, university, and city. You may include special status here.

TIP: If you haven't yet graduated, state an anticipated graduation date.

Bachelor of Arts, Advertising (Cum Laude); May 2018

Department of Journalism and Strategic Media
University of Memphis, Memphis, Tennessee

3. Experience

Start with your current job and work backward. List your employer, your title, the city, and dates employed. Give some details about your job duties.

TIP: Use present tense for your current job, and past tense for previous jobs.

Commercial Appeal

Memphis, Tennessee. Editor (May 2007 — present)

Design for Page A1, section fronts, lifestyles and wire pages.

Edit all copy, write headlines and search wire services for stories.

4. Skills

Highlight some of your talents in software, hardware and other experiences. This can include management experience.

TIP: You can show skill level in various programs by filled-in dots or stars.



5. Accomplishments or awards

If you have any of these to show, include them here.

Numerous general excellence awards from the Tennessee Press Association, including first place best front page and honors for headline writing and newspaper design. Freelance writing for SportsIllustrated.com.

6. References

These do not belong on a résumé. Prepare a separate document in similar design that has your references.

Dr. Matthew Haught

Assistant Professor, University of Memphis

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