

Writing a U.S. Style Resume

Webster University | Career Planning & Development Center

Writing a resume is a new skill for many students. Use this checklist to brainstorm and organize content to include on your resume.

Contact Information/Header

Name, phone number (including area code),
e-mail address

Education Information

Name of the college or university and its
location (city and state), Degree and major,
expected graduation month and year

For multiple degrees, list in reverse chronological
order, with your most recent degree first.

Experience