

## Résumé Section: Education

Note: The résumé is a fluid document, which means each section can be adjusted or moved to better highlight how the job candidate meets that employer's specific needs.

For most recent graduates and alums, it is likely best to include your education section towards the top of your resume. Generally, there are four (4) important details which should be included in this section. This information includes:

1. Institution Name (i.e. Lynn University)
2. Institution Location (i.e. Boca Raton, FL) – should include city and state (or city and country if credential is issued by a foreign institution)
3. Degree and Major or Concentration (i.e. Bachelor of Science in Sports Administration)
4. Graduation Date or Expected Graduation Date – in month and year format (i.e. May 2016; Expected Graduation, May 2017)

There are likely many other potential important pieces of information you can include in this section (or create a separate section depending on your circumstance). This information could include:

- Minors (if applicable)
- GPA if greater than 3.5
- Honors (i.e. Dean's List and number of times earned)
- Scholarships
- Relevant Completed Courses in Major – upper level only
- Research Projects/Presentations
- Study Abroad or International Study

Please click [here](#) to a short video and visual aide for this section.