

RESUME EDUCATION SECTION

OVERVIEW: Because employers will read your résumé from top down and left to right the specific degree will be the first information provided. Your degree is what distinguishes you from other students who attend Saginaw Valley State University.

LAYOUT:

- **Degree**
 - First statement after title should be the current degree you are pursuing at SVSU with your anticipated date of graduation. You can graduate from SVSU in May, August or December.
 - Your major and minor should both be listed in **bold** font.
 - Some common degree titles include: Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts, Bachelor of Business Administration, Bachelor of Social Work, Bachelor of Professional Accountancy

- **Academic Accolades**
 - President's List
 - List each semester for up to three semesters (i.e., Fall 2003, Winter 2004, Fall 2004).
 - If more than three semesters, indicate the number of semesters awarded (i.e., five semesters).
 - Deans' List
 - List each semester for up to three semesters (i.e., Fall 2003, Winter 2004, Fall 2004).
 - If more than three semesters, indicate the number of semesters awarded (i.e., five semesters).

- **Grade Point Average (GPA)**
 - List whenever your cumulative GPA is at least a 3.0 or above. Do not list anything below 3.0 unless specifically directed to by the employer. In that case, only for that employer.

- **Prior Education**
 - **Do not** list your high school degree.
 - **Do not** list any other college you attended **unless** you completed a degree or certificate with that institution.

EXAMPLES:

EDUCATION

Bachelor of Arts in Communication

Anticipated: May 2012

Saginaw Valley State University, University Center, MI

Minor: **Marketing**

President's List: Winter 2008

Deans' List: Fall 2007

GPA: 3.55

EDUCATION

Bachelor of Business Administration in Finance

December 2007

Saginaw Valley State University, University Center, MI

GPA: 3.36