**Writing a good resume**

Format

1 name, address, telephone, e-mail address

2 objective/summary

3 education

4 work experience

5 other information

* Add, key or special skills or competencies
* Leadership experience
* Participation in co-curriculum activities

6 references

* Ask people if they are willing to serve as references before you give their names to a potential employer
* Do not include your reference information on your resume.