

Other Lists on Your Resume

Where should you put your list of personal and professional items if they don't fit in the other sections of your resume? Things like your volunteer work, groups you belong to, skill sets not mentioned yet, papers and presentations, awards, publications, and more.

You may need to create one or more sections in addition to the ones you've already put on your resume. Here are some possible headings:

Community Service

What you do in your unpaid time may say more about who you are than what you do for pay. If you feel that your volunteer work makes a statement about your dedication, character, or social awareness, or if it in any way enhances your qualifications for your next job, this is the place to list it.

Dates are optional. If dates are listed, you should present your volunteer work in reverse chronology (most recent first). If you don't use dates, list your community service according to impact (most relevant first).

Professional Affiliations

Professional associations that you belong to can be listed either alphabetically (no dates needed), in order of relevance to your profession (no dates needed), or chronologically (list dates). If you held or currently hold an office, that should be noted.

Publications

Articles, books, chapters in books, and research papers that you have authored or co-authored belong under this heading. Dates are expected (but not required) for this list. If you include dates, your publications should be listed in reverse chronology (most current first).

Awards

List honors, awards, and grants you have received that support your job objective.

Computer Skills

If you have computer skills that are highly important to your next job, you can highlight them by creating a special section for them. Your list may include hardware, software, languages, systems, and networks.

Personal Interests

Some job seekers like to have a section called "Personal Interests" where they list travel, sports, religious, political, and other personal activities. The Personal Interests section is optional and should be included only if you feel your personal activities:

- Add to your qualifications as a candidate for your job objective.
- Say something about your character, which might be valued on the job.

How do employers react to this section? About 50/50. Some find it useless, while others find it interesting. Many say they don't hold it against a job seeker for including it on a resume.

Other Headings

Other headings that might appear on your resume include "Exhibitions," "Research," "Lectures," "Licenses," and "Certifications." Or you may choose to combine two related headings (such as "Education and Certifications").