

Highlighting Education on your Resume

Begin with the most recent degree, followed by the full name of the institution and its city and state. The month and year of graduation should also be listed.

You may use an acronym for your institution in parentheses after the first display of the name. With this addition, you may substitute the acronym instead of the full title later in the resume. This is particularly helpful in displaying campus jobs, graduate assistantships, and some co-curricular activities.

If your major or overall GPA is 3.0 or above (on a 4.0 scale), you may wish to include this information. GPA information is usually only shown for the first job search after college and is generally dropped from the resume after that.

You may wish to include relevant coursework, senior research projects, independent studies, study abroad, publications or honors in the education section. Additionally you may include some reference to your contribution to college expenses through part time or summer employment and scholarships.

Sample Education Sections

1. Single Major
2. Double Major
3. Master and Bachelor from different institutions
4. Master and Bachelor from same institution
5. Two Bachelor Degrees from same institution
6. Transfer students with Associate degree
7. Transfer students with some college hours

Additional Content for Education Section

1. Self-financing or contributing to education
2. Research, Independent Study, Study Abroad, etc.

Suggested Template

Degree, Major (no abbreviations)
University or College, City, State

Graduation Month, Year
GPA 3.0/4.0 (If above)

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Sample Education Sections

1. Single Major

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Education

Bachelor of Science in Horticulture

Northwest Missouri State University (Northwest), Maryville, MO

December 20XX
Overall GPA: 3.4/4.0

2. Double Majors

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Education

Bachelor of Arts: Double major in English Literature and Spanish Communication

Northwest Missouri State University (Northwest), Maryville, MO

December 20XX
Overall GPA: 3.9/4.0

EDUCATION

Bachelor of Science Double Major: Marketing and Business Management

Northwest Missouri State University (Northwest), Maryville, MO

December 20XX

- ◆ Cumulative GPA 3.8/4.0
 - ◆ Education self-funded through scholarships and part-time employment
-

3. Master and Bachelor from different institutions

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Education

Master of Science in Education Teaching: Middle School

Northwest Missouri State University, Maryville, MO

May 20XX
GPA 3.3/4.0

Bachelor of Science in Elementary Education

Missouri Southern College, Joplin, MO

May 20XX

4. Master and Bachelor from same institution

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EDUCATION

Northwest Missouri State University (Northwest), Maryville, MO

Master of Business Administration

Cumulative GPA: 3.5/4.0

Self-financed 100% of tuition through athletic scholarships and part-time employment on campus

Dec. 20XX

Bachelor of Science, Double Major in Business Management and Marketing

Cumulative GPA: 3.0/4.0

Dec. 20XX

EDUCATION

Northwest Missouri State University (Northwest), Maryville, Missouri Master in Business Administration (GPA: 4.0/4.0)	December 20XX
Bachelor of Science in Industrial Psychology (Major GPA: 3.18/4.00) Minor in Business Management	May 20XX

5. Two Bachelor degrees from the same institution

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Education

Bachelor of Science in Interactive Digital Media: Visual Imaging Concentration	July 20XX
Bachelor of Science in Computer Science Northwest Missouri State University (Northwest)	Maryville, MO
<ul style="list-style-type: none"><i>Interactive Digital Media is an interdisciplinary degree with an integrated curriculum from the departments of Computer Science, Mass Communication, and Art.</i>	

(Note: The description of degree when its name is unfamiliar to employer readers can be very helpful.)

6. Transfer students with Associate degree

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Education

Bachelor of Science in Agricultural Business Northwest Missouri State University, Maryville, MO	May 20XX
Associate in Applied Science Degree, Emphasis in Agriculture and National Resources North Central Missouri College, Trenton, MO	May 20XX

Education

Bachelor of Science in Political Science Northwest Missouri State University, Maryville, MO	July 20XX
Associate in General Studies North Central Missouri College, Trenton, MO	May 20XX

Education

Bachelor of Science in Accounting Northwest Missouri State University, Maryville, MO	December 20XX
Associate of Science Southwest Iowa Community Creston, IA Career Option: Accounting	May 20XX

7. Transfer students with some college hours

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Education

Bachelor of Science in Recreation: Recreation and Park Management

July 20XX

Northwest Missouri State University, Maryville, Mo

Earned 32 Academic Credit Hours

Fall 20XX -Spring 20XX

Maple Woods Community College, Kansas City, Mo

Additional Content for Education Section

1. Self-financing or contributing to education

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Employers are interested in candidates that are working their way through college. This type of work shows that the candidate can balance work with school commitments. Significant academic or athletic scholarships also display responsibility and commitment to education. The following phrases can be used as a single bullet point in the education section. Pick one that best suits your needs.

Self-funded 80% of education through scholarships and part-time work

Education self-funded through scholarships and part-time employment

Financed 100% of educational expenses through scholarships and part-time employment

Self-financed 100% of tuition through athletic scholarships and part-time employment on campus

Contribute to education through 20 hours of work per week while pursuing coursework full-time

2. Research, Independent Study, Study Abroad, etc.

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The education section can also relay information about a variety of significant experiences including such items as research, an independent study, study abroad experience relevant coursework, or internship.

Study Abroad:

Education

Bachelor of Arts: Double major in English Literature and Spanish Communication

December 20XX

Northwest Missouri State University (Northwest), Maryville, MO

Overall GPA: 3.9/4.0

Academic Study Abroad

May – August 20XX

Institute for the International Education of Students, La Plata, Argentina

- Studied abroad with classes in international finance
- Traveled throughout South America with culturally diverse student group
- Broadened language skills and global knowledge

Research:

Education

Bachelor of Science in Economics

Northwest Missouri State University, Maryville, MO

Undergraduate Research, School of Business

- Economic Development in Minority Communities for Puerto Rico
- Application for publication in process

Relevant Coursework:

- Statistics, Econometrics, Accounting, Public Finance, Computer Science

August 20XX

Major GPA: 3.77/4.00

January 20XX-April 20XX

Internship:

Education

Bachelor of Science in Computer Science

Northwest Missouri State University (NWMSU), Maryville, MO

December 20XX

Major GPA: 3.55/4.00

Intern

May 20XX – August 20XX

Volunteer Fire Department, Hopkins, MO

- Analyzed, designed, and implemented a database system (using dBASE) that included reporting mechanisms for logging Fire/EMS calls, personnel trainings, and response records
- Trained 10 users in operation of new system as well as other computer software.

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