



## Education, Training, & Certificates

---

### Transcript

00:00:00:00 - 00:00:23:72

**Narrator:** For your education section, include standard information like the full name of your degree, diploma or certificate, the school's name and location, and graduation date, including expected graduation date for programs you're still in. Avoid abbreviations and acronyms. Beyond this, consider what is relevant for an employer to know and assume they don't know a lot about your studies.

00:00:23:72 - 00:00:42:89

**Narrator:** Are there relevant courses, assignments or projects you want to highlight to show your subject matter expertise, or skills? Do you have accomplishments to showcase, like a high GPA, ensure you indicate what GPA is out of as institutions vary? Scholarships, awards, Dean's list.

00:00:42:89 - 00:01:03:77

**Narrator:** Make sure to link these to why you achieve them. For example, a scholarship for academic achievement or for writing a persuasive essay shows evidence of different skills. You may want to include campus engagement like student clubs, volunteering, leadership or events, or these may make more sense to include in a separate section of your resume.

00:01:03:77 - 00:01:30:53

**Narrator:** Additional training or certifications may also make sense to include in this section, or they might need to live somewhere else in your resume. Always come back to deciding on what's relevant for each job you're applying for and where it makes the most sense in terms of grouping similar things together. This will help employers see your different layers of skills, knowledge, and abilities much more easily through a good flow of information.

00:01:30:53 - 00:02:04:11

**Narrator:** Many students choose to have a separate section for projects or research when they want those to be particularly highlighted, or if they have done some in school and some independently or through work situations. It's important to include key details about any course, project, or assignment to clearly show what you did, both technical and transferable

skills, and the result to demonstrate that you did it well. For formatting, be consistent with your other sections for the order of information and format choices.

00:02:04:11 - 00:02:22:11

**Narrator:** For example, if your work experience section has your job title first and in bold, your degree name should also be first and bold in the education section. This makes it easier to see the most important information throughout your document when an employer skims through it quickly.