

Resume Guidelines

**EC-TEaMH Graduate Certificate Program
Department of Child & Family Development
San Diego State University**

All applicants are asked to submit a current resume as part of their supplementary program application.

This is an important part of the application, as it presents information not found elsewhere in the program application. Therefore, applicants are encouraged to provide a complete, professional and well-organized resume.

We recommend your resume include the following information and sections, **if relevant**. Please review your resume for these categories of information, and take time to update if necessary.

Note: It would be ideal for us if you organized your resume with sections in the following order. This is optional, and is requested only because of the high volume of application materials we review. Resumes organized in this standard way help us, as we review and evaluate your application for program admission.

- 1. Contact Information, including your SDSU RedID**
- 2. Education**
- 3. Related Work Experience: Agency/Company, Supervisor, Age Group, Dates of Employment, Position Title, Duties, Hours per Week**
- 4. Non-Paid Experiences (volunteer/internship): Agency/Company, Supervisor, Dates, Position Title, Duties, Hours per Week**
- 5. Extracurricular Activities**
- 6. Research Experience**
- 7. Honors/Awards/Scholarships**
- 8. Languages Spoken (state levels of proficiency)**