

Resume Heading Alternatives – you have choices!

Objectives

Career Goal	Objective	Career Objective	Employment Objective
Employment Goal	Job Objective	Professional Objective	

Summaries and Goals

Summary	Summary of Qualifications	Highlights of Qualifications	Highlights
Career Summary	Career Highlights	Profile	
Professional Summary			

Work and Employment

Employment History	Work Experience	Professional Experience	Freelance Experience
Work History	Experience	Professional Background	Additional Experience
Career Related Experience	[Industry] Experience	Relevant Experience	Related Experience
Military Experience	Military Background		

Education and Training

Education and Training	Academic Background	Educational Background	Internship Experience
Education	Academic Experience	Educational Qualifications	Internships
Training	Courses	Professional Training	College Activities
Recent Training	Related Courses	Course Project Experience	Certifications
Recent Education	Related Course Projects	Special Training	Apprenticeships

Extra-curricular / Affiliations / Membership

Activities and Honors	Affiliations	Professional Affiliations	Civic Activities
Memberships	Associations	Professional Associations	Extra-Curricular Activities
Professional Memberships	Athletic Involvement	Community Involvement	Volunteer Experience

Skills, Expertise and Proficiencies

Professional Skills	Areas of Experience	Technical Skills	Technical Experience
Specialized Skills	Areas of Expertise	Computer Skills	Proficiencies
Credentials	Areas of Knowledge	Computer Knowledge	Languages
Career Related Skills	Skills	Technologies	Language Competencies and Skills

Achievements, Presentations, Publications, Credentials, Licenses

Licenses	Current Research Interests	Dissertations	Thesis / Theses
Credentials	Research Grants	Papers	Publications
Presentations	Research Projects/Proposals		Professional Publications
Conference Presentations			

Awards and Recognition

Academic Honors	Honors	Achievements	Distinctions
Fellowships	Accolades	Accomplishments	
Scholarships	Endorsements	Awards	

Credibility and Proof

Portfolio	Testimonials	Writing Samples
Web Portfolio	Recommendations	Websites
References	Social Media Profiles	

Never list or use these words unless they are specifically relevant to the job objective, i.e., if your hobby is collecting vintage pottery, it would be OK if you applying for a job at an antique store.

Hobbies	Interests	Personal Interests	Miscellaneous
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