

## Examples of education sections

In addition to listing high school and college experiences, consider including other learning experiences in this section such as:

- training, seminars and workshops attended;
- licenses and certifications obtained; and
- non-credit courses taken.

Whether you decide to include these other learning experiences depends on their relevance to the job. If you have extensive training, you may even consider creating a separate section titled “Training” so that your resume is clearly written and organized.

As with any section in your resume, it is important that you list the pertinent information in a consistent manner. For instance, when developing the education section of your resume, if you choose to bold the name of your college, then you should also bold the name of your high school and any other educational institution you list.

Here are three examples of how you can organize your education information on your resume. Use these ideas or develop your own style. Possible items to include are:

- Educational Institution’s name
- Location (city and state only)
- Years attended
- Major or description of course taken
- Degree earned

### **EXAMPLE #1**

#### **EDUCATION**

*Certificate*, Office Administration and Technology, Leeward Community College, Honolulu, HI (2004)

*Certificate*, Office Skills, Pacific Gate Employment Center, Honolulu, HI (2003)

*Liberal Arts coursework*, University of America, Guam (1976 – 1980)

*Diploma*, Hedgewald Senior High School, Phoenix, AZ

---

## **EXAMPLE #2**

### **EDUCATION**

- **Master of Education**, Educational Administration, University of California-San Diego, San Diego, CA (4.0 cumulative GPA).
- **Bachelor of Business Administration with Distinction**, double major in Human Resources Management and Travel Industry Management, University of Hawai`i at Manoa, Honolulu, Hawai`i, (3.6 cumulative GPA).
- **Diploma**, Punahou High School, Honolulu, Hawai`i, (3.7 cumulative GPA).

---

## **EXAMPLE #3**

### **EDUCATION AND TRAINING**

UNIVERSITY OF HAWAII AT HILO, Hilo, Hawaii  
*Bachelor of Arts in Psychology, 1990*

MAUI COMMUNITY COLLEGE, Kahului, Hawaii  
*Associate in Arts, Liberal Arts, 1988*

EMPLOYMENT TRAINING CENTER-MAUI, Kahului, Hawaii  
*Certificate, Office Skills Program – Word and Excel, 1987*