For each of the major parts of a resume make sure to include everything that you need.

Here is a list of the major sections that you can put on your resume, in order, and some of the things that you should include in each of those major sections.

**Personal Information**

 name, address, telephone number

**Education**

 school name, place, grades, date grade completed

**Accomplishments**

 name, dates

**Organizations**

 name, place, dates

**Skills**

 just the list

**Volunteer Experience**

name, place, dates, duties

**Work History**

 name, place, supervisor, dates, duties

**Interests**

 just the list