

Tips on Creating a PLAR Resume

Contact Information

- Name
- Mailing Address
- Home/Mobile Telephone
- Business Telephone (if applicable)
- Fax Number (if applicable)
- E-mail Address

Educational History

- Colleges/Universities/Trade Schools attended and years of attendance
- Name of High School attended with years attended and type of diploma earned

Tips:

- 1. Always present information in chronological order beginning with the most recent.*
- 2. Include any honors received while in school.*

Employment History

- Names of employers including years of employment
- Job title
- Description of roles and responsibilities

Tips:

- 1. Always present information in chronological order beginning with the most recent.*
- 2. Include any awards or commendations received.*
- 3. Use the verbs listed in the “Glossary of Action Verbs” and “Learning Statement Verb Options”*
- 4. Add personal commentary on the learning experience*

Community Service or Volunteer History

- List organizations and/or volunteer positions held including years of service
- List roles and responsibilities as well as achievements

Tips:

- 1. Always present information in chronological order beginning with the most recent.*
- 2. Include any awards or commendations received.*
- 3. Add personal commentary on the learning experience*

Personal Interests

- List hobbies and activities that speak to your lifelong learning
- List hobbies and activities relevant to your career or academic goals

Professional Development

- Include conferences and/or workshops attended

Tips:

- 1. Always present information in chronological order beginning with the most recent.*
- 2. Indicate if you presented anything at the event, or if you assisted in its planning.*
- 3. Add personal commentary regarding your learning experience*

Professional Affiliations

- List organizations to which you belong

Tips:

- 1. If a past membership is relevant to your resume's purpose include it in the list with beginning and end dates.*

Publications

- This section applies only if your work has been published
- Include title of work, publisher and date