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Expected graduation date in resume

The Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesExperience AI-Powered CreativityThe Motorsport Images Collections captures events from 1895 to today's most recent coverage.Discover The CollectionCurated, compelling, and worth your time. Explore our latest gallery of Editors' Picks.Browse Editors' FavoritesExperience AI-Powered Creativity Crafting the perfect resume is no easy task—especially if you're still in school and wondering how to handle your almost-there-but-not-quite-yet graduation date. Should you mention it? How should you list it? And can it help you land an internship or job before you even have your diploma in hand? Trending SearchesSEARCH ALL JOBS The good news is: Yes—including your expected graduation date on your resume can showcase your current progress and make you more appealing to recruiters. In this article, we'll walk you through why it's a good idea, how to list it step-by-step, and share some bonus tips to help your resume shine. An expected graduation date is the month and year you anticipate finishing your degree. It's a way to communicate to employers where you are in your academic journey. (If you're unsure about the exact date, it's OK to estimate—just use the most realistic timeline you can.) Adding your anticipated graduation date to your resume lets potential employers know two important things: You're actively pursuing your education. This reassures them you're building skills and gaining knowledge that will benefit their team.They can plan accordingly. Employers can gauge your availability for full-time work, internships, or other opportunities based on your timeline. For example, if you're applying for an internship, your expected graduation date might make it clear that you're eligible for their summer program. Or, if you're applying for an entry-level role, it lets hiring managers know when you'll be ready to hit the ground running. Including your expected graduation date on your resume is simpler than you think. If you have any questions along the way, don't worry—we're here to guide you through it. Follow these steps to ensure it looks professional and polished. Add it to the education section. If you're wondering where to put the expected graduation date on your resume, simply place it below your degree program and school name. Use clear wording and formatting. Write "Expected Graduation" or "Anticipated Graduation" followed by the month and year. For example: Bachelor of Science in Marketing, University of California, Los Angeles. Expected Graduation: June 2025.Stick to consistent fonts. Keep the style simple, just like the rest of your resume. No need to make it bold or italicized unless that's part of your design theme.Position it correctly. The education section should usually be below your contact information and professional summary.Avoid specific dates. Listing just the month and year is sufficient—e.g., Anticipated Graduation: May 2024. Need to visualize it better? Here are some examples of how to put an expected graduation date in a resume: EducationBachelor of Arts in PsychologyUniversity of MichiganExpected Graduation: May 2024 EducationBachelor of Science in Computer ScienceStanford UniversityExpected Graduation: December 2025Relevant Coursework: Machine Learning, Data Structures, Algorithms EducationMaster of Business AdministrationHarvard Business SchoolAnticipated Graduation: May 2026 Your expected graduation date is just one part of your resume. Make sure the rest of your document also grabs attention. Here's how: Highlight achievements. Mention scholarships, academic honors, or leadership roles.Tailor it for the role you're interested in. If the job listing requires specific skills, include relevant coursework or projects. (Here's how to read a job description the right way.)Don't exaggerate. Be honest about your timeline to avoid misunderstandings.Make the most of your skills section. Not sure where to start? Here are nine skills you've already learned in college that employers love to see. Don't forget to highlight certifications, software proficiencies, or languages. Adding your expected graduation date to your resume is a simple (and often mandatory) way to showcase your academic progress and career readiness. By presenting it clearly and aligning your resume with the job description, you'll stand out as a proactive and well-prepared candidate. Whether you're applying for internships, part-time jobs, or entry-level roles, this detail is a must to open doors to your next big opportunity. Get that resume out there! Browse 400,000+ open jobs on The Muse and find your dream job » When crafting your resume, especially as a student or recent graduate, including your expected graduation date is crucial. This information informs employers of your academic timeline and readiness to enter the workforce.Where to Place the Expected Graduation DateYour expected graduation date typically belongs in the education section of your resume. Ensure it is clearly noted beneath your degree and institution to maintain a logical flow.Formatting the Graduation DateWhen listing your expected graduation date, use a clear and standard format. A good example would be: "Expected Graduation: May 2024." This notation helps to distinguish it from the degrees already earned.What if Graduation Date is Uncertain?If you're unsure of your graduation date due to potential changes in your course load or other factors, it's advisable to provide the most accurate estimate. Consider stating, "Expected Graduation: May 2024 (subject to change)" to allow for flexibility.How It Relates to Employer ExpectationsEmployers often look for candidates with specific timelines for graduation. By clearly listing this date, you aid their understanding of when you will be available for full-time roles, making your application more impactful.Examples of Including Graduation DatesHere are two examples of how to present your expected graduation date:Bachelor of Arts in Psychology, University of XYZ. Expected Graduation: May 2024Associate Degree in Business, ABC College. Expected Graduation: December 2023Each example shows clarity and professionalism, making it easy for employers to read.SummaryIn summary, including your expected graduation date on your resume is a simple yet effective way to communicate your readiness for employment. By following the outlined strategies—appropriate placement, clear formatting, and honest forecasting—you will present yourself in a professional manner that appeals to potential employers. Job hunting can be tricky, especially if you're looking for your first full-time job. The good news is, a lot of resume dilemmas have surprisingly simple answers — like how to list a degree on your resume when you haven't graduated yet.It's fine — even normal — to list an expected graduation date on your resume before you complete your degree. Just list your degree information in your education section as you would for a completed degree, followed by your expected graduation date. In this article, we'll discuss how to list an expected graduation on your resume, alternatives to listing an expected graduation date, and what to do if you're uncertain of your graduation date.Key advice from a recruiter to keep in mind when considering how to write your expected graduation date on your resumeYou can list expected graduation on a resume in the exact same way as you would list a completed degree — as long as you make it clear that you haven't graduated yet. Here's how>Create an "Education" section for your resume. If you're about to graduate and don't have a lot of work experience yet, keep this section at the top of your resume underneath your contact details.List the name of the school you attended, the location, and the degree you studied.(Optional) Include your major and any relevant minor(s).Beside the degree, list the month and year you expect to graduate (if known).As a recent graduate, you can also add extra information like your GPA, relevant coursework, study abroad, and honors or awards. These are all optional, and you can take them out after you have a little more work experience.For free, professional feedback on your resume, run it through an ATS resume scanner that can pick up anything you may have missed.Here are some examples of how to put a pending degree on your resume that you can copy and paste:Resume Worded University, Boston, MABachelor of Engineering (Expected May 2024)Major in Computer ScienceOhio State University, Columbus, OHBachelor of Arts in Digital MarketingExpected Graduation: May 2024And here's an example of what the education section of your resume should look like with an expected graduation date:Example of how to list an expected graduation date on a resumeThere's more than one correct way to put expected graduation on your resume. You can list an expected graduation date in any of the following ways:May 2021 - May 2024May 2024 (Expected)Expected May 2024Anticipated 05/2024Expected graduation 2024It's acceptable to:Write out the full month and year you expect to graduatePut "expected" or "anticipated" next to your graduation dateWrite your expected graduation date in numerical formatInclude the start and end dates of your degreeUse the abbreviation for expected graduation date, EGD, to save spaceUse the same date format as on the rest of your resume — for example, if you list your work experience dates as 06/2022, your expected graduation should look like "Expected 05/2024" The only thing that's not acceptable is to list the date as if you've already graduated — even if all that's left is for you to walk, being upfront and honest on your resume is always the best move.In general, Yes, you should put expected graduation on your resume. Listing your planned undergraduate graduation date:Makes it clear that you haven't graduated yet and aren't trying to hide that fact.Indicated that you're still in school and may not have full-time availability until graduation.Contextualizes the rest of your resume and professional experience.For students far from their expected graduation date, showcasing skills and coursework can be more beneficial than listing a distant graduation date. This is particularly effective when your graduation is several years away, or the exact date is uncertain. Instead of a graduation date, detail the coursework you have completed or are currently undertaking that's relevant to the job you are applying for. This could include specific subjects, hands-on experience, internships, projects, and research that aligns with the job requirements. Highlight transferable skills such as critical thinking, problem-solving, and technical abilities, and list technical hard skills in your skills section.Misrepresenting your graduation date, even unintentionally, can have serious professional consequences and lead to a loss of trust between you and your potential employer. Many employers conduct background checks that include verification of educational credentials, and any discrepancy can result in the withdrawal of a job offer or raise questions about your professional integrity.To avoid these risks, always ensure that the information on your resume, especially regarding your education, is accurate and up-to-date.If you're unsure about your exact graduation date, it's important to provide a tentative date while being transparent about the uncertainty. Here's how:If you can reasonably guess your graduation date, list your best guess, especially if it's far in the future.If you're uncertain about the month, list only the year, for example, "Expected graduation 2025". If even the year is uncertain, use phrases like "Expected Graduation: TBD" to indicate that the date is to be determined.Consider using a projected range instead of a specific date. For example, "Graduation: Spring 2024 to Fall 2024".This is particularly useful for part-time or those needing to extend their studies.Make sure to keep your resume updated frequently, especially as you get closer to graduation and have a clearer idea of the date.Here is some further advice for other tricky graduation situations:If you're currently on hiatus from school:You can still list an expected graduation date (and it's okay if this changes).If you have an unfinished degree that you're not planning to return:List the dates you attended and your number of completed credit hours, e.g.Resume Worded University (2020 - 2021)New York, NYBachelor of Science in Engineering — Completed 20 credit hoursYou're completing a masters degree:List your expected graduation date along with the rest of your educational details at the top of your resume.If you're doing an MBA:Still list your expected graduation date as normal. If you're still working while pursuing an MBA, keep your education section below your work experience. If you're using your MBA to pivot careers and your current line of work isn't super relevant, then it makes more sense to list your education first.If you're enrolled in an online or part-time degree:Treat online degrees like traditional ones on your resume. Specify the institution, degree, and, if known, your expected graduation date. Clearly specify if your degree is part-time, particularly if this extends the program's duration. For example, "Master of Business Administration (Part-Time), ABC Business School, Expected Completion: 2025." If you haven't yet started your degree program:There's no need to list your expected graduation — or your degree — until you start your program. It would look strangely out of touch to list an expected graduation for a degree you haven't yet begun. Instead, you can mention your upcoming enrollment in a cover letter, especially if that's the reason you're looking for a temporary or part-time job.If you're changing careers:You can put your education section back at the top of your resume if you've gone back to school, even for a short course. On the other hand, it's okay to leave a degree off your resume if it's no longer relevant.If you're still in high school:Only list an expected graduation date until you're in college or your first job. List your school, location, and expected month and year of graduation, e.g.Beverly Hills High School, Beverly Hills, CAExpected graduation May 2024How to show commitment to completing your degreeIf your graduation date is uncertain or far ahead, it's important to show commitment to completing your degree.Highlight any ongoing learning or development activities that are part of your degree program. This could include attending workshops, participating in relevant online courses, or engaging in extracurricular activities.If your graduation date is not set, indicate your progress towards the degree. For instance, "60% of degree requirements completed," or "Expected to complete major coursework by 2024." Showcase significant academic projects or research you're involved in to demonstrate active engagement in your field of study.List any academic achievements or honors you have received during your course to show your dedication and commitment to your study.Briefly mention any future academic goals in your cover letter. This shows foresight and planning, reinforcing your commitment to completing your education.Handling gaps or changes in your graduation timelineThe path to graduation isn't always a straight line. You might face circumstances that lead to a break in your studies or a change in your academic path. Here's how to address these situations on your resume:Explain your situation: In most cases, especially if the gaps or changes significantly impact your academic timeline, it's helpful to briefly mention the reason for your change in your cover letter. This allows you to explain in a positive light, focusing on how these experiences have prepared you for the workforce.Be honest about the gap: If you're taking a hiatus from your education, it's important to address this gap honestly. List the time frame you attended the school, for example, "University of XYZ (2018 - 2020; returning 2022)," to indicate the break in your studies.Highlight the change: If you've changed your major or shifted to a different academic program, it's best to list the most current program and expected graduation date. You can also include a brief note on the change if it's relevant to your career goals, such as "Previously pursued Major A, now focusing on Major B to align with career interests in [field]."Addressing extended study periods: If your graduation is extended beyond the traditional timeline, such as an extended Masters or research program, you can simply list your expected graduation date without drawing attention to the length of time in school. Your focus should be on the skills and knowledge you've gained during your studies. Business document For other uses, see Résumé (disambiguation). An example of a résumé with a common format with the name John Doe. A résumé or resume (or alternatively resumé),[a][1] is a document created and used by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often are used to secure new jobs, whether in the same organization or another.[2] A typical résumé contains a summary of relevant job experience and education. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, a potential employer sees regarding the job seeker and is used to screen applicants before offering an interview. In the UK, EMEA, and Asian countries, a curriculum vitae (CV) is used for similar purposes. This international CV is more akin to the résumé—a summary of one's education and experience—than to the longer and more detailed CV expected in U.S. academic circles. However, international CVs vary by country. For example, many Middle East and African countries and some parts of Asia require personal data (e.g., photograph, gender, marital status, children) while this is not accepted in the UK, U.S., and some European countries.[3] In South Asian countries such as Pakistan and Bangladesh, biodata is often used in place of a résumé.[4] The word "résumé" comes from the French word résumer meaning "to summarize".[5] Leonardo da Vinci is sometimes credited with the first résumé, though his "résumé" takes the form of a letter written about 1481-1482 to a potential employer, Ludovico Sforza.[6][7] For the next 450 years, the résumé continued to be simply a description of a person, including abilities and past employment. In the early 1900s, résumés included information like weight, height, marital status, and religion. By 1950, résumés were considered mandatory and started to include information like personal interests and hobbies. It was not until the 1970s, the beginning of the Digital Age, that résumés took on a more professional look in terms of presentation and content.[8] The start of the 21st century saw a further evolution for résumés on the internet as social media helped people spread résumés faster. In 2001 LinkedIn was launched, which allowed users to post their résumés and skills online.[9] Since, many SaaS companies began providing job seekers with free online résumé builders; usually templates to insert credentials and experience and create a résumé to download or an online portfolio link to share via social media. With the launch of YouTube in 2005, video résumés became common, and more and more high school students began to send them to different colleges and universities.[10] In many contexts, a résumé is typically limited to one or two pages of size A4 or letter-size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position. Many résumés contain keywords or skills that potential employers are looking for via applicant tracking systems (ATS), make heavy use of active verbs, and display content in a flattering manner. Acronyms and credentials after the applicant's name should be spelled out fully in the appropriate section of the résumé to increase the likelihood they are found in a computerized keyword search.[11] A résumé is a marketing document in which the content should be adapted to suit each individual job application or applications aimed at a particular industry. In late 2002, job seekers and students started making interactive résumés such as résumés having links, clickable phone numbers and email addresses. With the launch of YouTube in 2006, job seekers and students also started to create multimedia and video résumés.[12] Job seekers were able to circumvent the application for employment process and reach employers through direct email contact and résumé blasting, a term meaning the mass distribution of résumés to increase personal visibility within the job market. However, the mass distribution of résumés to employers can often have a negative effect on the applicant's chances of securing employment as the résumés tend not to be tailored for the specific positions the applicant is applying for. It is usually, therefore, more sensible to optimize the résumé for each position applied for and its keywords[13] In order to keep track of all experiences, keeping a "master résumé" document is recommended, providing job seekers with the ability to customize a tailored résumé while making sure extraneous information is easily accessible for future use if needed. The complexity or simplicity of various résumé formats tends to produce results varying from person to person, for the occupation, and the industry. Résumés or CVs used by medical professionals, professors, artists, and people in other specialized fields may be comparatively longer. For example, an artist's résumé, typically focused on experience and achievements in the artistic field,[14] may include extensive lists of solo and group exhibitions. Résumés may be organized in different ways. The following are some of the more common résumé formats: A reverse chronological résumé, the current preferred standard as of 2024, lists a candidate's job experiences in chronological order (last thing first), generally covering the previous 10 to 15 years. Positions are listed with starting and ending dates. Current positions on a résumé typically list the starting date to the present. The reverse chronological résumé format is optimal for professionals who are making advancements in the same vertical.[15] In this format, the main body is the Experience section, starting from the most recent experience and moving chronologically backward through previous experience. The reverse chronological résumé works to build credibility through experience gained, while illustrating career growth over time and filling all gaps in a career trajectory. In the United Kingdom the chronological résumé tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications. Largely fallen from favor,[16] the functional résumé listed work experience and skills sorted by skill area or job function and specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. The functional résumé was used by individuals making a career change, a varied work history, or relevant roles where they held some time ago. Rather than focus on the length of time that has passed, the functional résumé allowed the reader to identify those skills quickly. However, it has largely been replaced by hybrid résumé. A hybrid or combination résumé combines the best of the reverse chronological and functional resume formats. Opening with a profile or summary to showcase the most relevant information, it often continues with a section of highlights and/or a list of strengths before listing reverse chronological experience and education. This enables the candidate to present the most relevant strengths and impressive accomplishments at the top. This format is particularly helpful for candidates who have employment gaps, may have more than one to two short-term roles, or have relevant experience from early in their careers. It is also excellent for those who are looking to change fields or industries. The strength of this format is it spotlights relevant information up front and deemphasizes less relevant titles and less desirable chronological issues. A blind résumé is a modern and equitable style used by some employers to focus on an applicant's qualifications by removing any personal identifying information that could potentially result in bias. By excluding or minimizing details such as the candidate's name, age, gender, address, or educational background, blind résumés aim to ensure that recruiters assess candidates based solely on relevant information like their academic qualification, abilities, experience, and skills, rather than on discriminatory factors such as ethnicity, gender, or academic pedigree, which do not provide meaningful insights into the candidate's qualifications. This method is designed to promote fairness, equality, and diversity in recruitment by reducing the impact of biases that often influence hiring decisions, particularly for racialized and diverse job applicants. Studies have shown that candidates with certain demographic characteristics, such as names associated with a particular race or gender, are often unfairly disadvantaged in the hiring process. While the challenge of deeply ingrained systemic bias cannot be fully addressed by blind résumés alone, and not all recruiters may be familiar with this approach, it is considered a best practice among some organizations and applicants. This de-biasing approach is promoted in environments where broader systemic changes to address biases in hiring practices, interviews, and promotions within organizations are still evolving.[17][18][19] As the Internet becomes largely driven by multimedia, job-seekers have sought to take advantage of the trend by moving their résumés away from the traditional to website résumés or e-résumés. Video and infographic résumés have gained popularity in the creative and media industries.[20] This trend has attracted criticism from human resources management professionals, who warn that this may be a passing fad and that multimedia-based résumés may be overlooked by recruiters whose workflow is designed only to accommodate a traditional résumé format.[21] According to Forbes, almost 85% of employers use Applicant Tracking Systems (ATS), and it is common for employers to only accept résumés digitally. This has changed much about the manner in which résumés are written, read, and processed, as paper-based résumés become an exception rather than the rule.[22] Many employers and recruitment agencies insist on résumés in a particular file format. Most prefer Microsoft Word documents, while others will only accept résumés formatted in PDF or plain ASCII text. Since almost all employers now find candidates through search engines and ATS, which use artificial intelligence (AI) to search, filter, and manage high volumes of résumés, it is critical to tailor résumés to ATS standard or risk being eliminated: according to the Harvard Business Review (HBR), 88% of employers believe qualified applicants are filtered out by ATS.[23] ATS and to some extent other search engines use natural language processors to parse résumés. Résumé parsers often correctly interpret some parts of the résumé while missing or misinterpreting others. The best résumé parsers capture a high percentage of information regarding location, names, and titles, but remain less accurate with skills, industries, and other less structured information, and can fail entirely if faced with formats they are not designed to handle. According to Indeed, the ideal ATS-friendly résumé uses Arial, Calibri, Cambria, Garamond or Georgia font, does not include graphs, tables, or headers (formatted headers not sections), and uses "keywords" or role-specific words and descriptions in a job description.[24] Shapes, text boxes, other graphic images should be avoided on résumés or they can set off ATS filters (each ATS varies). Résumés written following these rules are more likely to be correctly captured by, and ranked higher by, ATS, thereby making candidates more findable. AI tools can also be used to test résumés.[25] but AI-generated resume content must be rigorously verified and edited as generative AI produces very consistent sentence structure, and under different jobs with similar responsibilities, often repeats identical phrases. This can catch the attention of algorithms, so résumés must be edited carefully to be made it through ATS to be seen by potential employers.[26] Having a résumé online was first pioneered by professions that benefit from the multimedia and rich detail of an HTML résumé (such as actors, photographers, graphic designers, developers, dancers, etc.[27]) but all job seekers should now have a digital version of their résumé available to employers and professionals who use Internet recruiting.[28] Background check Europass European Standardized model Federal resume Résumé fraud Curriculum vitaeae Cover letter Résumé parsing Video resume Ghost job ^ US: /rɛzʊmeɪ/ UK: /rɛzjʊmeɪ/ "résumé", Merriam-Webster Online. ^ "Resume | Define Resume at Dictionary.com". Dictionary.reference.com. Retrieved 8 March 2017. ^ "Customizing Resumes for Different Countries and Cultures". www.linkedin.com. Retrieved 12 December 2024. ^ Sehgal, M. K. (2006). Business Communication. Excel Books. p. 392. 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