The Education Section

Please note that this is intended for RESUMES.

About the Education Section

The education section allows employers to see your technical knowledge and your academic achievements. Most companies have education requirements and these requirements are used to screen out those who are less qualified.

When formatting your resume, the education section is usually placed right after your work experience in all three of the main resume formats. It will sometimes be placed at the top for reasons such as if your profession needs specific education or training or if you are a recent graduate with little work experience.

Make sure to include:

- The name of the school.
- The **full name** of your degree.
- Dates.
    - If you are not yet done, just put down your anticipated graduation date and mention your intention to graduate.
    - Try not to use words such as "unfinished" or "incomplete"
- Location of the institution.
- Optional sections include:
    - Academic Honours.
    - Courses.
    - GPA if 3.5 or above:
        - Lakehead does not follow the traditional GPA system, you will have to convert your GPA to the 4.0 scale.
    - Scholarships and Grants.
    - Thesis.
    - Extracurricular Activities.
        - Learn more about your co-curricular record at Lakeheadu.ca/ssc
    - Projects.
    - Publications.
    - Computer Programs.
    - Community Placements/Co-op.
        - These could also be placed in a work experience section.

If you do not intend to graduate…

If you do not intend to graduate, you can still list your education from Lakehead or any other institution. You did the work and it still can be recognized even if you did not finish with a diploma/degree/certificate. When writing the section, focus on what you did complete, such as coursework.
Here are some Format Examples:

The Education Section

Example 1:

Masters of Science in Computer Science   09/2020-04/2022
Lakehead University   Thunder Bay, ON
- 3.7 GPA
- Courses in coding languages, physics, animation, and user experience
- Lakehead University Student Union Senate Member

Honours Bachelor of Science in Computer Science   09/2016-04/2020
Lakehead University   Thunder Bay, ON
- 3.5 GPA
- Courses in computer foundations, calculus, and physics.

Example 2:

Masters Coursework in English   09/2021-12/2021
Lakehead University   Thunder Bay, ON
- Completed the following courses:
    - Advanced academic writing
    - Understanding diversity in literature
    - Literature and Multimedia
    - Editing and Revising forms of writing
    - Gender and the body in literature
- Graduate Assistant in undergraduate "gender, sexuality, and the body in literature" course

Honours Bachelor of Arts in English   09/2017-04/2021
Lakehead University   Thunder Bay, ON

Example 3:

Honours Bachelor of Commerce in Business Analytics and Information Systems   2018-2022
Lakehead University   Thunder Bay, Ontario

CPR/First Aid Certification   2021-2024
Lakehead University Athletics   Thunder Bay, Ontario