

How to Display the Education Section on Your Resume

Summary: You may have a master's in business administration or just have an undergraduate degree with few more accomplishments in your academic career. However, it is really important to list all your academic achievements in an appropriate way. We all know that your resume is your selling tool. Therefore, it is imperative that you list the facts and figures right. Listed below are some useful resume writing tips that will help you display your academic qualifications properly.



See the following articles for more information:

- [Tips and Tricks for an Outstanding Resume](#)
- [Tips on How to Write a Short, Sweet and Successful Resume](#)
- [Effective Ways to List Your Career Objectives on Your Resume](#)
- [Tips on How to Turn Your Weaknesses into Strengths on Your Resume](#)

Follow Chronological Order

Start with the highest achieved qualification and then any higher education certifications. List the month and year, university or college you achieved the degrees from and the course you attended. Put the title of the degree only in upper and lower case in bold.

Put It in the Right Place



If your job or prior work experience doesn't match with your educational qualifications then you need to ensure that you list this towards the end of your resume. However, if you carry any relevant work experience that blends well with your academics, place it somewhere in the center. If you're just out of school/college and your degree is professional, tech or healthcare related, display your degree at the top of page one right under your name.

Include Other Achievements

Most of us along with university degrees like bachelors, masters, etc. also enroll in other certification courses that help enhance your career. These achievements must be included in your resume under the education & training section. You can list the name of the course or program completed the year and the platform. For example, this might include distant learning, full time, part time, etc.

Display Training on Your Resume

There are numerous training programs you can take advantage of, even while you have a job. Professional training courses offered by reputed organizations and business universities are now more common. If you've done any type of training, this will make you look even better to potential employers. Business training like six sigma, professional accountancy, soft skills, etc. should also be included on your resume.

These resume tips will help you include everything about your academics in a short and precise way on your resume. Ensure that you use the right font and highlight wherever necessary. Don't include any information that is not true, as most organizations will ask you to submit all the relevant proof of education if you are hired. Employers usually don't spend more than ten seconds reading or reviewing your resume; therefore, it is imperative that you add the most relevant information.