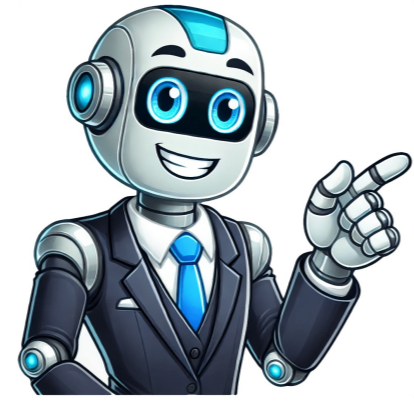


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Do i need to include high school education on resume

by Amber Rolfe Worried the education section of your CV could be holding you back?What qualifications you choose to include on your CV is largely dependent on what stage of your career you're in, and where your most impressive accomplishments lie.Confused about which parts of your education you should include? Here's our advice...If you're a recent school leaver, place emphasis on your GCSEs, A levels, or any other accomplishments you've achieved whilst you were in education.As most roles you apply for won't be looking for much direct work experience, this is a great way to help sell yourself for a role. At the very least, a pass in Maths and English is essential for many jobs, so be sure to include these.List the subjects you studied and your grades, but feel free to condense them down into less detailed descriptions if you're not sure they're your strongest selling point. This will also allow more space for other experience e.g. part time/summer jobs that directly relate to the role you're applying for.School leaver CV template »As a recent graduate you should always focus on your degree, and include college and school level information with less detail.If you have a large number of GCSEs, list the amount and the grades you got rather than each individual subject (e.g. 11 GCSEs A-C). This saves space and makes your CV clearer and easier to read.Work experience should also come secondary to education at this stage. Structure your CV by including your degree information first, and then go on to include any jobs you may have held in the following section.Including individual modules isn't absolutely necessary, but could increase your chances if the modules relate closely to the role you're applying for. If you don't have a lot of work experience, this is a good way to demonstrate your skills and ability to do the job.Graduate CV template »If you're still in education, or you're developing your knowledge by taking an additional qualification, information on your current area of study is likely to be the most relevant.Include any predicted grades, if you have them, and dates for when you're likely to complete your studies. You may also choose to add in more information about the modules you've covered so far, especially if they're directly related to the role.This way, employers can identify any specific knowledge you've already gained in the industry, and won't be in the dark about completion dates when it comes to offering you the role.Basic CV template »Perhaps you haven't been in education for a while, and have decided to brush up on your knowledge in an industry or learn something. In this case, you would benefit most from detailing your most recent educational qualification, and keeping the others brief.If you aren't that far removed from education, and it relates equally to the role, then place an equal amount of emphasis on each qualification.If you took a course for the purpose of developing current skills and gaining a higher-level role in a career you already have experience in, then make sure previous work experience or related education is also adequately included. This enables the employer to see how you've grown and developed, and they will admire your dedication to the field.If you've taken a break from your career, it's likely that you've developed an extensive portfolio of work experience on your CV.Don't add unnecessary clutter by including a great deal of education on top of that – especially if it happened 10 years ago. Detailing jobs you've had that represent your talents and skills, not to mention, dedication and passion for the industry you're in, will be what attracts most prospective employers.Include your education, but detailed descriptions aren't necessary in this situation; condense information into short lists, with grades and courses – but there's no need for module choices or individual subjects to be addressed in detail.Remember: what you include is heavily dependent on what kind of role you're applying for and its requirements. Take the time to read the job specification and skills needed and cater your CV to that.Bear in mind that your most successful achievements (educational or otherwise) are the ones worth showcasing, so draw attention to your most impressive accomplishments and focus on what paints you in the best light from an employer's perspective.CVs come in all kinds of variations, and information on your education is one of those ever-changing variables. Always include the basics, expand on them when necessary, and think about what's most relevant to the role. Then structure accordingly.Free CV reviewNeed more CV advice?It takes an employer just seven seconds to save or reject a job applicant's CV. This means creating a succinct CV is absolutely vital if you want to land that all-important interview. To find out how to make your CV stand out from the crowd, buy James Reed's new book: The 7 Second CV: How to Land the Interview.Still searching for your perfect position? View all available jobs nowSign up for more Career Advice You've spent years of your life studying and now's the time to show off all that hard work. Educational achievements of all kinds are worth listing on your resumé. Depending on your career path, they can even be the most important details to highlight.Listing your education on your resumé is important as it lets employers see at a glance what knowledge and skills you bring to a role. Read on to learn more about how to list your education on your resumé and position yourself as a prime candidate for the job you want.Information to include in the education section of a resuméWhen it comes to listing your education, there are a few important factors that hiring managers are looking for when they're reviewing your resumé. Depending on how in-depth you want to make your education section, here are some details you might want to include:Your school's nameLocation of your school Any degrees, diplomas or certificates you obtained Your field of study The year you graduated or the years you studiedAny academic recognition, coursework, activities or other achievements How to list completed education on a resumé (with examples)The way you approach listing your education on your resumé depends on how long you've been in the workforce. Whether you're a fresh graduate or a seasoned academic professional will change the level of detail you include. Here are some guidelines on how you should list your education for your circumstances.Recent graduates (1-5 years)If you graduated in the last five years, you should place your education section before your work experience. Chances are you haven't gained much professional experience yet, so use your education to demonstrate your skills and knowledge instead. Be sure to include any extracurricular activities and if you received any special recognition. The exact formatting will depend on the style of your resumé, but remember to make sure it's easily legible. For example:Bachelor of Business Management, The University of Queensland2016-2020Achievements: Dean's Commendation for Academic Excellence in Semester 2President of University of Queensland Chess Club (UQCC), 2019Experienced professionals (5 or more years)If you've been in the workforce for more than five years, you should put your education section below your professional experience section. At this stage, most employers are more interested in your professional achievements, so you can remove any specific details, like attendance dates, extracurriculars and academic achievements. Here's an example:Bachelor of Business Management, The University of Queensland/Graduates with multiple degreesIf you've acquired several degrees or qualifications, you should list them with the highest-level qualification at the top. You can check the Australian Qualifications Framework to see how they're ranked. There's no need to go into too much detail unless it's relevant for the position – just be sure to include the name of your qualification and the educational institution. For example:Master of Business Administration MBAMelbourne School Bachelor of Business Management, The University of QueenslandHow to list incomplete or in-progress education (with examples)If you haven't finished your degree or you have an incomplete education, it's still perfectly acceptable to include this in the education section of your resumé, as long as it's relevant to the position you're applying for. For in-progress education, you should include your projected graduation date if you're on track to finish your degree. You might want to consider adding optional information, like honours, relevant coursework and any extracurricular activities. An example of this would be:Bachelor of Business Management, The University of Queensland/Graduating in November 2024If you started a degree but chose not to finish it, you might still want to consider including it on your resumé. List the coursework you've completed and any special recognitions that are relevant to the job. Bachelor of Business Management, The University of Queensland/Completed coursework: Accounting for Decision-Making, Economics for Business, Business Law and Introduction to ManagementHow do you list education on a resumé without a degree? You don't need a degree to be able to list education on your resumé. You can list your high school certificate, TAFE qualifications, online courses, professional training and any other certifications you might have. If you've recently graduated high school, then list your school, the years you attended, and any additional achievements or qualifications. If you've been in the workforce for five or more years, then you can drop your high school education and focus on your other qualifications or professional experience. List items starting with the highest level of education first: Diploma of Leadership and ManagementTAFE Queensland, South Bank2021-2022Brisbane State High School2015-2020ATAR: 84.00Electives: Accounting, Legal, English and Literature Extension, EconomicsAchievements: Excellence Award in Economics (2019)Tips for your resumé education sectionWhile the education section may only be a small portion of your resumé, it provides potential employers with crucial information about your technical skills, subject knowledge and academic accomplishments. It's an opportunity to make a positive first impression and get one step closer to landing the role.Here are a few tips for putting together an effective education section on your resumé.Start with your highest level of education: always list your education, certifications and qualifications from the highest level to the lowest. Include relevant details: make sure to include all the important information, including the name of your school or educational institution, the name of the degree or qualification and the major (if applicable). If you're still studying, you should also include your expected graduation date.Include awards: list any academic awards, dean's commendations, scholarships or other relevant recognitions>List relevant coursework: if your resumé is lacking professional experience or your studies are incomplete, you might want to consider including the relevant coursework you've completed. Include thesis or capstone project: completing a thesis or a capstone project is a huge achievement, so be sure to list it as part of your education.Detail study abroad or exchange programs: completing study overseas demonstrates cultural awareness and adaptability, so it's also worth mentioning in the education section.List professional development certifications: include any certifications, qualifications or workshops relevant to your education or the job you're seeking.Omit high school details: if you've completed tertiary education or you've been in the workforce for several years, it's often not necessary to include your high school education.Tailor to the job: you should customise the education section of your resumé based on the role you're applying for. You only have limited space to work with, so be sure to highlight aspects of your education that are most relevant to the position. If you have several degrees or qualifications, it could be worth narrowing down your list to feature only those that are applicable.Proofread your resumé: double- and triple-check your resumé to make sure you haven't missed any typos or grammatical errors. It's also important to make sure you're being consistent with your formatting throughout the education section so it's visually appealing and easy to read.Use action verbs for descriptions: when incorporating action verbs into your education section, focus on describing your achievements, responsibilities and the impact of your activities. This will help to enhance readability and demonstrate your skills.The education section is an essential part of your resumé. It demonstrates to potential employers that you possess the relevant skills and knowledge to succeed in the position you're applying for. It also demonstrates commitment, diligence and other transferable skills that are important for success in the workplace. Whether you've recently completed additional qualifications or you're applying for a new role, now's a great time to review and refresh the education section on your resumé. FAQsIs it okay to list all your subjects under the education section of a resumé or is just mentioning a degree's title good enough?When it comes to listing your subjects under the education section of your resumé, it's usually best to only include the coursework you've completed that's relevant to the position you're applying for. Listing your subjects in addition to the degree's title usually isn't necessary if you've got multiple degrees, certificates or qualifications to include. Alternatively, if you're including incomplete education, you've only recently graduated from high school, or you're in the process of completing your degree, then including subjects can help to demonstrate relevant skills and knowledge for the position. Should I put education first on my resumé?Your personal details and career objective or summary should always be listed first on your resumé. You should then include whatever is most recent from your work experience or education. If you've recently graduated, chances are you haven't gained much work experience, so place the emphasis on your education and the relevant skills and knowledge you've gained. Alternatively, if you've been in the workforce for a few years, most employers will be more interested in your professional experience and how it can contribute to the position you're applying for. Should I include my high school education on my resumé?Unless you've recently left high school, there's no need to include your high school education on your resumé. If you're currently studying for a degree or other qualification, you might want to include more information about that than about your high school education. You can provide details about relevant coursework, academic achievements and your expected graduation date instead.Should I list my GPA on my resumé?If you're a recent graduate of Law of Medicine and you achieved a high GPA, it can be a good idea to include your GPA in the education section of your resumé. After all, a high GPA demonstrates your academic achievement. With that said, the GPA grading system is not commonly used in Australia, and most employers scanning your resumé are only interested in your qualifications.Should I include online courses or certificates in my education section?Online courses, certificates and other qualifications all fall into the category of education, so if they're recent and relevant to the position that you're applying for, then it's worth including them in the education section of your resumé. Completing courses and certifications helps to demonstrate your commitment to learning, as well as the skills and knowledge that you possess. Should I include my high school on my resume? When creating a resume, one question that often arises is whether to include high school education or not. While including your high school education can provide a sense of accomplishment and showcase your educational foundation, it may not necessarily add significant value to your resume. In this article, we'll explore whether or not you should include your high school on your resume and provide guidance on what to include and what not to. Why not include your high school education? There are a few reasons why you may want to consider omitting your high school education from your resume: Lack of relevance: If you've attended high school a long time ago or don't have much work experience, your high school education may not be directly relevant to the position you're applying for. In this case, focus on highlighting your more recent and relevant education and experience. Space conservation: A resume should ideally be one to two pages long, and including multiple levels of education can consume valuable space. By limiting your education section to colleges, universities, or specific vocational training, you're prioritizing the most critical information. Emphasis on skills and work experience: A resume's primary purpose is to demonstrate your skills, work experience, and achievements. Emphasizing these aspects while downplaying your high school education can make your application more compelling. Why include your high school education? On the other hand, there are compelling reasons to include your high school education on your resume: Demonstrate academic achievements: If you graduated with honors, scholarships, or other notable achievements, highlighting your high school education can showcase your academic abilities. Transferable skills: High school courses can teach valuable skills such as time management, teamwork, and problem-solving. Highlighting these transferable skills can demonstrate to potential employers that you've developed important skills early on in your academic career. Completeness: Your resume should provide a clear and concise overview of your education, work experience, and skills. Including high school education can ensure a comprehensive presentation of your achievements. When to include high school education Deciding whether to include your high school education ultimately depends on your individual circumstances, but here are some instances where it may be especially relevant: Apprenticeships or entry-level positions: For entry-level jobs or apprenticeships, recruiters may place more emphasis on education, including high school completion. In these cases, including your high school education may be necessary. Academic or research positions: In academic or research-intensive fields, high school achievements and coursework may be significantly more relevant. Highlight your high school education to showcase your academic background and prowess. Transfer candidates: If you're returning to school or transferring within your field, highlighting high school education can demonstrate your background and help you stand out in a competitive job market. How to format high school education on a resume If you've decided to include your high school education, here's a suggested format: High School Diploma/GED Major or Concentration Institution Name Location Dates Attended Your Name, High School Diploma/GED *(Note: High school diploma recipients can omit this) High School Name City, State Zip *(2020-2024 Consider highlighting the following information for high school education: • Achievements: Prominently display notable awards, scholarships, or AP classes you completed. • Coursework: Instead of listing every single high school course, focus on particularly relevant or challenging courses like honors math, science, or languages. • Skills: Emphasize skills learned in high school that can be applied to the job, such as time management, teamwork, or communication. Best practices for including high school education on a resume Keep the following best practices in mind when including your high school education on a resume: Accuracy: Double-check dates attended, degree earned, and major/concentration to avoid errors. Brief and concise: Keep descriptions of your high school education concise and focused on the most critical information. Tailored to the position: Ensure your high school education section is tailored to the job you're applying for. Highlight relevant information that showcases your skills or achievements. Awards and achievements: Strategically place notable awards and achievements within the education section to stand out. Conclusion In summary, including your high school education on a resume should be carefully considered. Weigh the pros and cons of including your high school education and consider the relevancy of your achievements in relation to the job. Remember to format your education section accurately, concisely, and tailored to the position. By including high school education strategically and emphasizing relevant skills and achievements, you can create a more comprehensive and compelling resume that showcases your educational journey and accomplishments. Your friends have asked us these questions - Check out the answers!