Infographic shows an example résumé and breaks it down as follows:

1. Contact Information: Includes name, email, LinkedIn, and phone number.
2. Headline: Includes professional title.
3. Summary: Summary of experience, passion, and goals.
4. Skills: List of short, concise goals.
5. Experience/Education: Experience shows past work titles, locations, employment dates, and a short list of designated tasks. Education shows past academic achievements, degrees, and certificates.