

1. Golden rule

Keep it simple, keep it clear and keep it short.

2. Personal details

Name / address / phone number / contact info / citizenship / licenses / green card.
(EEOC: Do not mention your age, race, gender, familial situation. No picture.)

3. Career objective

2 or 3 lines. Recommended for UK, compulsory for US applications.

4. Summary of qualifications / Personal profile

2 or 3 lines. Recommended for experienced applicant. Abilities, talents and skills.

5. Education

Degrees, certificates, workshops, distinctions, rewards.
Graduate student: do not mention high school degree for US application.

6. Work Experience

Job title, full time / part time, volunteer work, paid internship.
Keep in mind that professionals know that past performance is the best predictor of future performance. This means that this section should tell the employer what you have accomplished in past internships and work experiences.

7. Languages

Tests results (TOEFL, TOEIC, Cambridge), overseas experiences.

8. Computer skills

Level reached for usually used software.

9. Interests and activities

Sports, charity, community action, volunteer work.

10. References

"Upon request".
Make sure you have 3 referees ready to respond to recruiters.