



RESUME FORMATS

Chronological

The focus of the chronological resume is on a series of employment experiences. Begin with the most recent employment; highlight experience and accomplishments within the job, and then list previous employment.

Advantage: Emphasizes consistent employment history; can connect past career experiences with current employment goal. Good for demonstrating a steady employment record with increasing levels of responsibility.

Functional

Skills, experience, accomplishments and aptitudes are highlighted without listing specific employer dates, names or addresses.

Advantage: This type of resume organizes information into groups of skills which allows for an advertisement of the qualifications needed in a specific occupation. Persons with little experience or with gaps in their employment history can effectively emphasize skills and abilities.

CATEGORIES OF INFORMATION ON A RESUME

Personal Data

At the top of the resume: Name, address, phone numbers with area codes, and email address. Do not include marital status or health.

Objective

Under Personal Data: Provide a career goal or focus for your resume. Your objective should be specific enough to tell the employer the kind of work you are interested in, yet general enough to include a range of jobs you will consider.

Education

Begin with your highest degree, or most recent education experience.

Experience or Work History

If using the chronological format, begin with your most recent employment experience. Include volunteer or intern experiences. Provide dates, employer, job title and duties and responsibilities. If using a functional resume, identify measurable performance and accomplishments, aptitudes and skills.

Awards and/or Accomplishments

List any recognitions, honors, awards, or significant achievements. Examples: perfect attendance, customer service awards, academic honors, sales records, establishment of programs, community honors.

Other

Community Service, Professional Organizations, other Training

ACTION WORDS

Why are action words important? Action words signal accomplishment and performance. This is what the employer is looking for! Showoff your abilities through the use of positive and relevant action words in your descriptions of your work experience.

Accelerated	Expedited
Accomplished	Extracted
Achieved	Facilitated
Administered	Formulated
Advised	Generated
Analyzed	Helped
Appointed	Identified
Arranged	Implemented
Assisted	Improved
Attained	Increased
Balanced	Initiated
Budgeted	Instructed
Built	Maintained
Calculated	Managed
Cataloged	Marketed
Chaired	Monitored
Collaborated	Negotiated
Compiled	Operated
Composed	Organized
Computed	Performed
Conducted	Planned
Constructed	Prepared
Consulted	Presented
Created	Prioritized
Delegated	Processed
Demonstrated	Provided
Designed	Published
Devised	Recruited
Directed	Researched
Edited	Resolved
Educated	Scheduled
Encouraged	Sold
Established	Supervised
Evaluated	Trained
Examined	
Executed	
Expanded	