

The Resume 411

“When your work speaks for itself, don’t interrupt.”
~Henry J. Kaiser~

Five Common types of Resumes

- *Chronological*
 - Includes work experience in a sequential order
 - Usually lists the most recent experience first
 - Identifies work by employer
 - Stresses stability

- *Functional*
 - Details work experience clustered by subject area
 - Usually lists the most applicable experience first
 - Stresses primary content in paragraphs that describe the strongest skills
 - Is appropriate when work history is not continuous or when making a career change

- *Title*
 - Identifies work by job titles
 - Illustrates a steady progress of promotions and increased responsibilities
 - Leads employer to see this position as the next logical step in a career path

- *Unique*
 - Often written for one specific job opening
 - Appropriate for careers in highly creative positions
 - Illustrates special aptitudes and abilities

- *Scannable*
 - Lists name and identifying information in a database
 - Includes your name at the top of every page
 - Identifies keywords in the text
 - Uses nouns (not verbs) as keywords
 - Uses labels such as **experience, education, skills**
 - Uses industry buzzwords and jargon
 - Uses Synonyms instead of repeating words
 - Uses a simple format
 - Uses a sans serif font (like **Arial**)
 - Is not limited to one page

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*“Attitude... It’s the difference between opportunity and obstacle;
success and failure.”*

Action Words to use on your Resume

accomplished
advised
arranged
attained
built
coached
computed
created
delivered
developed
established
generated
influenced
integrated
maintained
mastered
operated
performed
predicted
processed
published
reported
reviewed
solved
trained
wrote

achieved
analyzed
assembled
audited
calculated
collected
conducted
defined
demonstrated
directed
evaluated
illustrated
informed
introduced
managed
motivated
organized
persuaded
prepared
programmed
purchased
researched
set up
specified
upgraded

adapted
approved
assisted
balanced
chaired
communicated
coordinated
delegated
designed
encouraged
explained
increased
inspected
invented
marketed
negotiated
originated
planned
prioritized
projected
repaired
retrieved
simplified
summarized
validated

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“If you resist change... remember the beauty of Autumn.”

~Maya Angelo~

The Parts of a Resume

- *Heading*
 - Your name, address, phone number, e-mail address
 - Should appear at the top of the page
- *Objective*
 - Should share both short and long-term goals
 - Should show a bit of your “personality”
 - Should encourage the reader to “read on” to learn more about you
 - Should share your commitment to the job or career field
 - It is your personal goal statement
 - Should appear at the top of your resume just below the heading
- *Education*
 - Information about your education and training
 - Includes any certifications you have earned
 - Must include dates and is listed chronologically
- *Work Experience*
 - The work you have done
 - Can be chronological or clustered by the type of work
 - Can include both paid and volunteer work
- *Special Skills*
 - Any special qualifications you have that may help you secure the job
 - This could be: foreign languages, CPR/First Aid, certifications, or any special equipment you can operate
- *Personal*
 - Optional information that include your hobbies, interests, or extracurricular activities
 - Any special accomplishments or awards can be listed in this section
- *References*
 - Includes names and addresses of up to three individuals who will verify your work qualifications and/or personal attributes
 - May be included at the bottom of your resume
 - If there is no room, it may be presented at the interview or attached

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Websites to visit for the following Templates

Microsoft.com

Career help (Resume templates, cover letters, job search letters and tools, references and recommendations, Interview letters and tools, job offer responses, letters to management

<http://office.microsoft.com/en-us/templates/CT061993551033.aspx>

Resumes: Job-specific, Situation-specific, and basic

<http://office.microsoft.com/en-us/templates/CT063470421033.aspx>

Resumes: Chronological and Functional

<http://office.microsoft.com/en-us/templates/CT011224421033.aspx>

Cover Letters

<http://office.microsoft.com/en-us/templates/CT063470371033.aspx>