Résumé building

# Types of Résumés

## Chronological Résumé

The most common résumé. Lists your work history in chronological order, starting with the most recent job and working backward. Include your work accomplishments and experience organized by the jobs you’ve had. Great to use if you have consistent work history in your field.

## Functional Résumé

This type of résumé will highlight your qualifications, job experience, and achievements, organized by skills. There will be a separate, smaller section to list your work history alone (without experience details). This is a great résumé to use if you’ve had gaps in employment or are just starting out in a new career field.

## Combination Résumé

Just like it sounds, a combination of the functional and chronological résumé. This gives some key skills and experience detail in your work history section, as well as separate sections detailing more relevant accomplishments and experience organized by skills. This is a great résumé to use if you’re looking to change careers.

# Format Requirements

* Use a readable/professional font. Stay between 10-12 sized font. Times New Roman, Arial, Verdana, Century Gothic, Tahoma, and Lucida Sans are good choices. *Never* use Comic Sans.
* Play with margins. Can be as little as 0.5 inches.
* Try not to exceed one page (this can depend on the industry). If you have more than 10 years of experience, it’s okay to have more, but be aware of recruiter’s attention spans.
* Note: Make sure you’re not crowding too much information on one page. Be concise.

## What to Include

### Header

Name, address, phone number, and email address (*Note*: Make sure email address is appropriate.)

### Objective Statement

One to two sentence summary of who you are as a professional and what your employment goals will be with the company you’re applying to.

### Education

List all degrees earned and schools attended. If you haven’t graduated yet, include your prospective graduation date. If GPA is higher than 3.0, include it (this can depend on the industry).

### Key Skills and Qualification

Bullet points listing all *relevant* skills for the job you’re applying for. Think of this section as a snapshot for the recruiter. Make sure you’re matching key words and phrases in the job description (See “Important Things to Consider” below).

### Work History

A snapshot of all your relevant work history. Depending on the type of résumé you’re writing, this section may look different. (See “Types of Résumés” above.)

### Additional Work History (Optional)

Only include this if you need to show more work history. This does not need to include accomplishments/experience. If you’re résumé is exceeding page lengths, you may omit this section.

### Professional Development/Conferences

List any additional training, certifications, conferences you have attended for your work.

### References

If required, provide professional references. Include name, work relationship, and phone number/email address. Gain permission from your work references.

# Important things to consider when building your résumé

1. Tailor *each* résumé for *each* job you’re applying for. Look for key words or phrases in the job description and make sure those are included somewhere in your résumé. (This is *especially important* for job applications that use online forms. Those forms have algorithms searching for percent match between your résumé and the job posting.)
2. Start each bullet point with **active verbs** when describing job experience and accomplishments. And use variation. Don’t repeat the same verbs. Don’t start with “I…”
3. Include essential experience that shows your skills and what you have to bring to the company. Avoid day-to-day activities like: “respond to emails” or “answer phones.”
4. Quantify your job experience and accomplishments as much as you can. Provide solid proof that what you did at your previous jobs improved their business. In the example below: “… resulting in 10% increase in company-wide profit.” (*Be careful*. Make sure it’s *your* work it can be traced back to. Don’t claim other’s work/results as your own.)
5. *Remember*: You are trying to prove that you will be an asset to the company. Show that your skills will help them succeed in their business.