



## ***DEVELOPING A RESUME***

*The first step in a job search is to prepare a resume. A resume is a step toward getting an interview. It organizes your thinking and shows how your past experience supports your objectives.*

### **TYPES OF RESUMES**

*There are two types of resumes.*

*The first type, **CHRONOLOGICAL**, lists experience beginning with the most recent.*

#### **The advantages are:**

- It emphasizes strong work history.
- Employers prefer it.

#### **The disadvantages are:**

• It highlights problems like job-hopping and gaps in employment. It is not the format to use if you like to change careers often or have little work experience.

*The second type of resume is **FUNCTIONAL**. It lists experience by key skills.*

#### **The advantages of this type of resume are:**

- It highlights strengths and hides weaknesses.
- It can present life experiences.
- It is good for those with limited work experience.

#### **The disadvantages are:**

- Most employers do not like this type.
- It can “backfire” on you if it poorly done.

### **KEY ELEMENTS**

*There are seven key elements to a resume:*

1. **HEADING.** A heading should include your name, address and home and office telephone number. Placement of the heading (left-hand side, centered or right-hand side) is a personal preference.
2. **OBJECTIVE.** The objective should include what you expect to do, your strengths, and the results you plan on producing.
3. **EDUCATION.** The highest level degree should be listed first, then indicate your major, name of school and date degree was obtained. After this, you can list any prior degrees that you obtained.
4. **SKILLS AND ABILITIES.** This area focuses on accomplishments. All accomplishments should support the objective. When listing accomplishments, you should identify the situation, use action verbs to define what you did, list what resulted and state the significance in quantifiable terms.
5. **WORK HISTORY.** This section should include the title of the position you held, the name company, location (city and state), years employed and a brief description of the position. Give the broad aspects of your position, the details can be discussed in an interview.  
**Under no circumstances should you falsify information.**
6. **PROFESSIONAL.** This section may list professional organizations in which you have been affiliated. It is recommended you leave out information related to religious or political affiliation or conversational activities.

7. REFERENCES. References should not be listed on your resume. You can, however, indicate that references are available upon request. You should have references listed on a separate sheet. Prior to using someone as a reference, you should get their permission. Be sure the pertinent information (address and telephone number) is correct.

**For assistance in preparing your resume, see the resume worksheet files.**

## RESUME TIPS

*Following are some tips to assist you in preparing your resume:*

- Be sure your resume has a professional appearance. It is fine to be creative when developing your resume, but be sure the final product is professional. Avoid flashy colored paper, pictures, etc. White and cream colored paper and the most acceptable.
- Keep your resume to one or two pages in length.
- Make your resume easy to read. Use on-inch margins on the top, bottom, and sides of resume.
- Keep your resume clear and concise.
  - Do not misspell words.
  - Use proper grammar.
  - Use everyday language.
  - Avoid acronyms.
  - All tenses should agree. (Present experiences should be described in the present tense, and past experience should be described in the past tense.)
  - Capitalize section headings.
  - Keep sentences short under 12 words.
  - Do not write in paragraphs.
  - Be honest. Do not exaggerate.
  - Single space within sections.
  - Double space between sections.
- Format your resume according to strengths. Start with a career objective first, and make it specific. Follow with the skills or accomplishments that strengthen your qualifications. Be consistent with the format.
- Arrange your resume on chronological order by listing experiences and education in date order, beginning with the most recent and working backwards.
- Outline work experience. Work experience can be paid or non-paid. Remember to include volunteer experience. Identifying these activities will enhance your resume.
- List all work responsibilities. Look at each responsibility, describe the tasks performed, the problems you had, how you solved them and the outcome. It is very important to quantify wherever possible. Give examples.
- For greater emphasis on skills and/or accomplishments, summarize them up front.
- Edit your resume many times to make it as effective as possible. Use a dictionary and thesaurus to improve word choice.
- Have someone else proofread your resume.
- Produce your resume in a manner that can be easily changed.