

## QUICK GUIDE | Writing a Resume

☆ See complete  
 “Writing a  
 Resume” Writing  
 Guide for details  
 and further  
 explanations.

### PLAN YOUR RESUME

**Resume types and which one to use:** The table below will help you determine your job search context and which type of resume to write, and briefly outlines how the resume types are structured.

For the job search context...	...write this kind of resume	...which is structured like this
<ul style="list-style-type: none"> <li>• looking for your first job OR</li> <li>• beginning a professional career after completing qualifying education or with a more general work history</li> </ul>	<p>a <b>functional</b> resume, which focuses on transferrable skills (from previous employment, education, and/or other activities) that qualify the applicant for the job</p>	<ul style="list-style-type: none"> <li>• contact information</li> <li>• objective / resume summary</li> <li>• relevant skills</li> <li>• employment history</li> <li>• education</li> <li>• additional relevant activities</li> </ul>
<ul style="list-style-type: none"> <li>• advancing through a field or specialty</li> </ul>	<p>a <b>chronological</b> resume, which focuses on previous employment that qualifies or prepares the applicant for the job</p>	<ul style="list-style-type: none"> <li>• contact information</li> <li>• objective / resume summary</li> <li>• employment history</li> <li>• education</li> <li>• additional relevant skills &amp; activities</li> </ul>
<ul style="list-style-type: none"> <li>• moving to a new field after experience in another OR</li> <li>• reentering the work force after time away</li> </ul>	<p>a <b>functional</b> or <b>combination</b> resume: does a little of both of the above</p>	<ul style="list-style-type: none"> <li>• contact information</li> <li>• objective / resume summary</li> <li>• relevant skills</li> <li>• employment history with details of related skills</li> <li>• education</li> <li>• additional relevant activities</li> </ul>

### Process: How to go about writing your resume

#### 1. Collect the information you need:

- **Brainstorm a list of the paid employment you have had.**
- **Make a list of your education/schooling.**
- **Collect and categorize your relevant skills and experience.**
  - Once you’ve made your list, categorize your skills and experience using the **“Key skills employers look for”** (see the box on the next page).

#### 2. Determine which resume “type” you will use (see the table above); decide on the organization; and draft, get feedback, make changes, and edit your resume.

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## BUILD YOUR RESUME

**What to include** (How these are organized depends on the *resume type*—see above).

- contact information
- objective / resume summary
- employment history
- education
- skills (hard, soft, & transferrable)
- additional relevant activities

### Use effective design/format

- **Keep your resume to a single page; use a readable font, section headings, bold face type and bulleted lists** to help organize the information within sections.

### Use “resume language”

**Use key words; be specific: use “resume speak”** (remove the subject “I” and most prepositions and articles; and **use action words**: See the box of action words below.

Key skills employers look for	
Your experience might include managing an office, working on a construction crew, running a fast-food drive-thru, or volunteering at your child’s school. Whichever resume type you use, highlight your skills in a way that matches them to the most important skills employers look for:	
<ul style="list-style-type: none"><li>• communication (including foreign languages, if you are fluent)</li><li>• leadership</li><li>• cooperation &amp; collaboration / team building &amp; teamwork</li><li>• training/orienting</li></ul>	<ul style="list-style-type: none"><li>• management</li><li>• self-improvement projects/goal-setting</li><li>• completing projects</li><li>• customer service</li><li>• time management</li><li>• project management</li></ul>

Action word sampler			
accomplished	delivered	implemented	produced
achieved	designed	improved	programmed
advanced	developed	increased	reorganized
advised	documented	instructed	replaced
analyzed	drove	maximized	spearheaded
assembled	enacted	mentored	steered
attained	enforced	modeled	streamlined
chaired	ensured	organized	strengthened
collaborated	established	outperformed	supervised
communicated	exceeded	overhauled	tested
conveyed	generated	performed	trained
coordinated	guided	planned	upgraded
created	headed	presented	wrote