

Resume Tips (Overview)

It is critical to carefully prepare a professional-looking resume that highlights your skills and qualifications to impress the employer and meet the goal of being selected for an interview.

There are basically three types of resumes: **Chronological**, **Functional**, and **Combination**.

- **Chronological** -- most frequently used format--begins with most recent position and proceeding in reverse order
- **Functional** -- this type emphasizes skills and accomplishments before you list your actual employment experience. This format allows you to highlight talents and abilities that are directly related to the job opening
- **Combination** -- combining the chronological and functional styles

If you have gaps in your work history, are changing careers or you have had many jobs, you may be tempted to organize your resume in a functional format. A word of caution, however, many prospective employers say they prefer chronological resumes. They are used to seeing them formatted by career growth and development without any gaps in work history. So a functional resume can throw up a red flag.

If you decide that a functional resume is best for you, address any potential problems head on by explaining briefly in your cover letter; why you have had gaps in your work history or had multiple jobs and why they may be a plus for the employer.

Critical and Optional Components:

- Contact Information
- Headline
- Tagline or Branding Statement (optional)
- Resume Summary or Career Profile (vs. Objective)
- Core Competencies
- Professional Accomplishments
- Professional Experience
- Formal Education
- Professional Education
- Professional Affiliations
- Activities and Volunteer Service
- Technological Skills
- Military Service
- Testimonials (optional)
- Reference Quotes (optional)

- References (on a separate page)

Header: Your name, address, zip code, phone number and email address at the top.

Headline: Just like with a newspaper, this is used to grab attention and will tell them of your "niche."

Tagline or Branding Statement: Underneath the headline, add a statement showing your value related to the employer's priorities. What competencies do you possess that the employer is seeking? What are you known for?