

# RESUMES: WHAT ARE THEY?

**The Definition:** A resume is a summary of your personal, professional and educational qualifications, as well as your work experience. It is designed to give the potential employer a positive first impression of you. Your resume is your calling card, or an advertisement of you.

**The Purpose:** A resume is used to interest the employer in your abilities and to show what you can do for the business so you will be granted an interview. It will give the employer a picture of you, not only from the content of your resume, but also from its organizational style and appearance.

## Things to Include in a Resume

<b>Heading</b>	includes name, address, and telephone number.
<b>Career Objective</b>	includes the industry or position you are applying for, the action, areas, and setting you want to perform it in.
<b>Education</b>	can include High School, GED, College, and/or University education, or be course specific, training, or workshops, such as MS Word, Excel, etc.
<b>Experience</b>	includes job title, name of organization, dates of employment, and duties performed, and skills used, beginning with most recent position.
<b>Skills</b>	lists general skill areas, with detailed subdivisions of each skill area.
<b>References</b>	usually references are put on another paper and attached or “available upon request” is used on the resume

## Additional Resume Sections (Options)

*Community Service*

*Volunteer Experience*

*Military Experience*

*Special Training*

*Leadership Experience*

*Special Skills/Interests*

*Research Experience*

*Personal Interests*

## Different Styles of Resumes

**Chronological** – lists work experience beginning with your most recent job, displaying your work experience in reverse order.

**Functional** – Qualifications are arranged by skill areas, highlighting major areas of accomplishments, strengths, or abilities gained on the job or elsewhere.

When should each style be used?

### Chronological

- Previous work history is impressive
- Remaining in same field
- Work history shows growth and development
- For traditional fields such as education or government

### Functional

- Re-entering job market after an absence
- Changing careers
- Career growth in the field has not been good
- Variety of different, unconnected positions