

RESUMES: HOW CAN I MAKE ONE?

First Decide What type of resume you want to use
(see handout – What are they? For information on both styles)

Chronological Format

1. Write down all of your work experience as far back as you can remember. (This serves as your master list for future resumes).
2. Write down the responsibilities and accomplishments you had and the duties you performed on each job.
3. Decide which jobs are relevant to the position you are applying for, and use this information for the “Experience” section of your resume.
4. Now your “Relevant Work Experience” section is ready to be put in your resume.

Functional Format

1. Write down all of your work experience as far back as you can remember. (This also serves as your master list).
2. Write down your responsibilities, accomplishments, and duties you performed on each job.
3. Try to group your duties and skills into 3 or 4 general skill areas; list detailed examples of how you performed these skills below each general skill.
4. Now your “Relevant Skills & Experience” section is ready to be put in your resume, and you can list the years, position, organization, and city/state as your “experience” section.

Additional Information You Need to Know

Education the years you attended, name of the school, courses studied, and certificates/awards.

Career Objective the industry or position you are applying for.

Ask yourself:

- WHAT do I want to do?
- FOR/WITH WHOM do I want to do it?
- WHERE do I want to do it?
- At what LEVEL OF RESPONSIBILITY?

Additional Resume Tips

- Be concise and specific.
- Include only pertinent information.
- Use action verbs and self-descriptive words.
- Don’t use personal pronouns such as “I” or “you”.
- Be consistent in layout and composition.
- Limit yourself to one or two pages (preferably one).
- Proofread your resume several times – Is it perfect?
- Get feedback from others.
- Update your resume frequently.

Ask yourself:

Does it draw your attention in 10 seconds?

Does it look clean and inviting?

Does it make the reader want to know more?

*Additional resources and/or workshops may be available.
Please check with our Resource Specialist.