

My Résumé Plan

1. Résumé formats:

- Functional summarizes experience into skills categories instead of listing employment in reverse chronological order.
- Chronological lists previous employment in reverse chronological order, with the most recent position listed first.
- Combination may include a skill section and relevant work experiences highlighted in reverse chronological order.

My résumé style will be:

- functional chronological combination (please refer to previous examples)

At this point you will want to list sections in order of importance. Most students typically have their contact information, objective/summary followed by education.

2. Name, contact information, including professional email goes at top of résumé

3. Objective/Summary: Pick either an

- Objective (To obtain a position as a _____); or
- Summary Statement if you have significant related work experience already

4. Education (Order schools with the most recent education first, and you do not need to list high school if you have already graduated.) For all colleges include this information:

- Name of school
- Degree (specify degree, diploma/certificate)
- Graduation Date (a future date is okay)
- City and State

5. Experience - For each job include the following:

- Job Title
- Company Name
- Dates
- City and State

In your experience section, include a description (only if you are using a chronological or combination style): Utilize bullets, beginning with action verbs to describe responsibilities/accomplishments. You only need to go back 10 years for employment history. Please remember to list all your jobs with your most recent job first.

6. Skills (include for all résumé styles, but this is the main focus of the functional résumé format).

My skills: _____

Remember, you need to write your skills section differently depending on the résumé style you are using. Refer to the appropriate pages (functional, chronological, combination).

7. Optional Résumé Sections – Adding one of the following sections can be a terrific way to personalize your résumé format.

Check other sections you would like to add:

- | | |
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| <input type="checkbox"/> Leadership | <input type="checkbox"/> Student Activities/ Organizations |
| <input type="checkbox"/> Community Service (ongoing commitments) | <input type="checkbox"/> Professional Association |
| <input type="checkbox"/> Volunteer (short term events) | <input type="checkbox"/> Professional Development (i.e. seminars and workshops) |
| <input type="checkbox"/> Languages | <input type="checkbox"/> Certifications |
| <input type="checkbox"/> Computer (name specific programs) | |