

Formatting Your Résumé

Types of Résumés

There is no 'perfect fit' for everyone when it comes to résumé formats. Not sure which one to use? Ask a Career Services staff member.

Functional- Highlights particular skills, responsibilities, and/or achievements. The work history is listed underneath the functional areas. Best for someone who has a lot of work experience which is best summarized by the different functions as opposed to jobs and duties of those jobs. Often used by people who are changing careers or who have gaps in their career history.

Chronological- States your work history in reverse chronological order (your most recent job goes first), with the duties and responsibilities listed under each job. Good for people who are staying in the same career field and/or the name of a former employer may be significant to a prospective employer.

Combination- Combines the functional and chronological. With this type, you can highlight the skills that are most relevant to the job and also give your work history. It is especially strong for students who are looking to start a new career.

Submitting your résumé

Electronically

Make sure that it is readable in Word 2003, as some companies have not yet converted to 2007. When copying and pasting a résumé, sometimes the formatting can be altered without your knowledge. Make sure to check this before submitting your résumé. Saving your résumé in a PDF file is one way to be confident all users will be able to view it.

By Mail

Be sure to use quality résumé paper. Also, be cognizant of how your résumé might photocopy. Some résumé paper may not photocopy well and you do not want this to affect your candidacy.



Résumé checklist

Make sure your résumé includes...

- your contact information.
- education/training you have received.
- skills that match what the employer needs/wants.
- relevant experience (paid or unpaid) that includes the company name, your title, city and state, and dates of employment.
- action verbs (see "Job-/seeker Action verbs" flyer in Career Services).
- accomplishments.
- transferable skills (see "Emphasize your Classroom Transferable and Marketable Skills" flyer in Career Services).
- bullets.
- the correct tense (past or present).
- the third person format (do not use "I").
- consistent punctuation and formatting.

The Career Services office will be happy to critique your résumé. Drop it off at Building 10, Room 10312 or make an appointment to meet with a Career Services staff member by calling (937) 512-2772.