

## Family Economics and Financial Education

# DEVELOPING A RÉSUMÉ

Level II

## 3 TYPES OF RESUMES

- \*Chronological
- \*Functional
- \*Combination  
or hybrid

## Selecting a resume format:

Selecting a resume format is a major strategic decision. Real and compelling differences characterize the two most common resume formats: chronological and functional. However, there is no universally right format. A review of personal objectives and background will be the most effective guide to selecting the best format.

### Chronological Resume

A **chronological resume** presents education and work experience in a straightforward, reverse (most recent to least recent) chronological order. *This format showcases progressive growth and is most effective if the majority of work experience is related to the stated objective.*

A chronological resume includes objective, educational background with the most recent degree/institution listed first, employment experience, and activities/leadership positions.



### Functional Resume

A **functional resume** concentrates on skills possessed which relate to the stated objective rather than on work experience. *This type of resume is particularly effective if work experience has not been closely related to the job objective, if the applicant changes careers, or if the applicant is seeking a promotion.*

A functional resume includes objective, educational background, *skills*, employment experience, and activities/leadership positions. the **skills** area isolates three to five of the applicant's strongest skills that relate to the potential job.

### Combination Resume

As the name implies, the **combination resume** or hybrid resume uses elements of both styles. In this case, the skills section merely identifies your skills in relation to the job objective, but does not elaborate on experiences or accomplishments for each skill mentioned. *A combination resume format can be effective if at least some of your work experience is related to the objective and you want to outline some highlights of your work and skills.*

A combination resume includes an objective, skills, educational background, and employment experience.

# THINGS TO REMEMBER FROM DEVELOPING A RESUME LEVEL I

## INFORMATION TO NOT INCLUDE IN A RESUME

There is some information that should not be included on a resume. A resume should not include personal information such as:

- Weight
- Height
- Social Security number
- Birth date
- Marital status
- Photographs
- Salary histories
- Reasons for leaving past jobs
- Hobbies, activities, and memberships *not* related to the job being applied for

### How a Resume Should Look

- 8 ½ x 11" cotton bond paper either off white or on colored paper depending on the industry of the job
- Minimum margins of ¾"
- One to two pages in length
- Neat and easy to read
- Have heading, education, experience, and references sections (in that order);
  - Skills can be listed before or after education.
  - Activities, honors, volunteer services can be listed after experience before references;
- Free of staples and folds

### General Tips

- Be honest - do not stretch the truth
- Never list exact dates, just month and year
- Never list the date your resume was created; it will appear out of date if it is more than a few months old
- Do not use "I statements" such as: I can type 60 words per minute instead, use action words and statements instead such as: Skilled in typing 60 words per minute
- Use acronyms only after defining them.

## HOW TO USE ACTION WORDS AND STATEMENTS

**Action words** are used to emphasize responsibilities related to work experiences. Action words bring life to tasks performed and communicate those skills to a potential employer. Using action words tells the potential employer how the potential employee contributed to a task.

**Action statements** are short statements that get to the point and describe a task or work experience using action words. Action statements should include numbers

or quantities of the item described. For example: Created 15 different publicity posters for the Pep Club. This statement is far clearer than just saying: Created publicity posters for the Pep club. Instead of saying managed people in daily tasks and operations, one could be more specific and say managed five people in daily tasks and operations. Action statements are not followed with a period.

**Example action statements related to high school extra-curricular activities:**

**Clubs:**

- Conducted weekly meetings, utilizing parliamentary Procedure.

**Part-Time Job:**

- Assisted in training three new employees

**Farm-Hand:**

- Managed and maintained the feed for 100 animals

**Sports:**

- Communicated effectively with 35 football teammates

## COMMON ACTION WORDS

accommodated **achieved** *applied* **assisted** BUDGETED **chaired** *combined* COMPARED  
 cooperatively *created* **decided** **delivered** developed *earned* **effectively**  
 experienced explored executed established educated **encouraged**  
*evaluated* **formed** *gathered* **guided** illustrated IMPLEMENTED *improved* **increased**  
*learned* **maintained** **managed** *marketed* *observed* OPERATED **ordered**  
 organized **participated** persuaded played provided programmed  
*performed* **presented** received **responded** *scheduled* solved supplied  
 selected SKILLED **succeeded** **supervised** *taught* UTILIZED **VALIDATED**