

## Resume Tips

The resume is a very important tool in conducting a job search because many times it is the first impression and contact with an employer. An employer takes about 30 seconds to scan a resume, and it must stand out above the competition. A resume is a sales tool to get you a job interview. It is not an autobiography.

There are three main types of resumes: chronological, functional(skill based) and combination. Thousands of books and publications have been written on this topic with wide and varying opinions on formats, styles and which type of resume is the best.

**Chronological resumes** focus on work history in chronological order starting with the most recent job and working back by listing the employer's name, city and state, job title, job duties and achievements. Education is normally listed at the bottom of the page with the school's name, city and state, type of degree/certificate earned, grade point average(if above average) and as an option a listing of courses relevant to the employment objective. Education should be listed at the top of the resume for recent graduates if work history is lacking in relation to the employment objective.

Advantages of a chronological resume:

- It is easily skimmed and employers are familiar with it.
- It is easy to organize.
- It is easy for employers to see the sequence of employment dates.

Disadvantages of a chronological resume:

- It could reveal employment gaps and job hopping.
- It highlights job duties rather than skills.

**Functional resumes** focus on skills by grouping them together under headings to stress a person's qualifications and expertise for a specific job. The employment history section is usually brief with a list of past employers, job titles and employment dates. Employment dates are sometimes omitted but this could raise a "red flag" for the employer indicated the applicant is trying to hide employment gaps.

Advantages of a functional resume:

- Highlights skills and what an applicant can offer a potential employer
- Hides job hopping and employment gaps

Disadvantages:

- Many employers do not like this format because they presume it is hiding poor or unable work history.
- It may hide a stable work history.
- It is difficult at times for employers to follow the sequence of the employment dates.

**Combination resumes** take points from both the chronological and functional resumes and is a good format to stress skills, abilities and accomplishments while also highlighting the work history flow. This is the format most widely used by Connections Staff to create resumes for customers.

Advantages of a combination resume:

- It promotes an individual's skills and achievements while also showing a solid work history.
- It is adaptable to many situations

Disadvantages of a combination resume:

-It is not a good format for a person who lacks skills and achievements such as little or no work history.

In summary, the resume format(chronological, functional and combination) used should be based on the individual taking into account skills and abilities, work history, employment gaps, education, accomplishments and employment goals. The following are points to follow regardless of the resume format:

DO's

- Use 8 ½ x 11 quality, white paper.
- A resume should be clean, concise, easy to scan and appealing to the eye so the employer is motivated to read it.
- Incorporate "white space" by having spaces between sections.
- A resume should preferably be one page but no more than two pages. Do not condense everything into one page and leave out important information.
- Make the top one-fourth of the resume sell the employer on your qualifications.
- Focus on skills and accomplishments.
- Type the resume on a word processor.
- Make sure information is accurate and up to date.
- Use phrases instead of sentences.
- Use 12 point font; no smaller than 10 point font.
- Use action verbs.
- Use correct grammar.
- Include name, address and phone number on the resume.
- An objective should be included on the resume. Do not use a vague, general objective like "a challenging position with advancement opportunity". It should be specific to a job or career such as "a crane operator in the manufacturing industry" or "a tax accountant with a CPA firm". Instead of an objective, a tagline line could be used such as **HEADLINE:** Senior Sales Representative with over 15 years of experience in the Pharmaceutical Industry as opposed to **OBJECTIVE:** To obtain a position as a sales representative. For a resume without an Objective which is being used for many different types of jobs, be sure to include a cover letter.
- Include a cover letter with the resume.
- Use bullets to highlight accomplishments and skills.
- If possible, submit the resume to a specific person.

- Focus on work history within the last 10 – 15 years. Do not list irrelevant jobs from 25 years ago.
- Cover employment gaps by choosing the appropriate resume format.
- Include awards received and membership in organizations only if relevant to the employment objective.

## DON'TS

- Do not have typos on the resume.
- Do not put “resume” at the top of the page. It is obvious it is a resume.
- Do not list references on the resume. Use a separate sheet to list references.
- Do not put “References Available Upon Request” on the resume.
- Do not list personal information such as gender, marital status, weight and height.
- Do not list hobbies or memberships in organizations unless they are relevant to the employment objective.
- Do not list salary history on the resume.
- Do not list reason for leaving a job on the resume.
- Do not make hand-written corrections on the resume.
- Do not attach additional pages such as transcripts and references unless requested.
- Do not disclose all jobs in the last 30 or 40 years. Disclose recent jobs. Remember, a resume is a sales tool.
- Do not use the pronouns “I” or “my”.
- Do not enclose a photograph of yourself.
- Do not include ethnic or religious affiliations unless they are directly connected to the employment objective.

**The following samples of the chronological, functional and combination formats demonstrate how they differ in appearance and organization of information.**

## Sample Chronological Resume

**John A. Doe**  
1111 Main Street  
Town, Ohio 44444  
(000) 000-0000

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**OBJECTIVE**            Position as a Mechanical Engineer in a power plant.

### **EXPERIENCE**

**Mechanical Engineer**                            ABC Plant; Town, Ohio                            1999 – Present

- Designed machines for the warehousing department.
- Developed a patent for a 1000 pound crate hoist.

**Quality Control Engineer**                            XYZ Plant; Town, Ohio                            1990 – 1999

- Supervised 10 employees in the production department
- Monitored the production of steel tubes for defects
- Trained new engineers

**Mechanical Engineer**                            DDD Plant, Town, Ohio                            1985 – 1990

- Designed production systems for steel braces
- Developed and implemented safety procedures
- Prepared monthly production reports
- Developed budgets for new projects

### **PROFESSIONAL AFFILIATIONS**

- Member of Ohio's Professional Engineers Association
- Member of the National Society of Professional Engineers

### **EDUCATION**

**Bachelor of Science Degree in Mechanical Engineering**                            1985

The Ohio State University; Columbus, Ohio

3.80 Grade Point Average

## Sample Functional Resume

**Jane A. Doe**  
1111 Main Street  
Town, Ohio 4444  
(000) 000-0000

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**OBJECTIVE**            Position as a retail manager for a clothing store.

### **EXPERIENCE**

#### Management

- 3 years of experience as an assistant manager which entails supervising employees, training new employees and staff scheduling
- Proficient in resolving customer complaints

#### Sales

- Retail clerk: sold merchandise to customers; operated cash register; and processed layaways and returns.
- Telemarketer: telephoned individuals to sell banking services.

#### Customer Service

- Provide outstanding retail services to customers by explaining merchandise to them and assisting them in purchasing decisions
- Maintained professionalism why soliciting customers for financial products

#### Inventory Control

- Maintain inventory and stock shelves
- Ordered merchandise from vendors

### **EMPLOYMENT HISTORY**

<b>Assistant Manager</b>	ABC Store; Town, Ohio	2002 – Present
<b>Retail Clerk</b>	XYZ Store; Town, Ohio	2001 – 2002
<b>Telemarketer</b>	CCC Company; Town, Ohio	2000 – 2001

### **EDUCATION**

High School Diploma	Town High School; Town, Ohio	2000
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## Sample Combination Resume

**John A. Doe**  
1111 Main Street  
Town, Ohio 44444  
(000) 000-0000

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### **OBJECTIVE**

To obtain a position as a production manager with a manufacturing company.

### **PROFILE**

- \* Increased production efficiency by 10% by developing and implementing a new processing system
- \* Created and instituted new quality control procedures that decreased product defects from 8% to less than 1%
- \* 11 years of manufacturing management experience
- \* Skilled in employee relations and personnel matters
- \* Recognized by the Steel Manufacturing Industry for ABC Products exceeding production and sales quotas for 5 consecutive years running

### **EXPERIENCE**

ABC Products; Town, Ohio 1994 – Present

#### **Production Manager(5 years)**

Successfully manage the operation of the production department which involves directing and scheduling the work activity of 75 employees; resolving employee conflicts and grievances; negotiating contracts; ordering raw materials and supplies for the plant; tracking work in progress; and warehouse inventory control.

#### **Plant Superintendent(6 years)**

Proficiently managed all plant operations and departments(production, warehouse and shipping) which entailed supervising 90 employees; assigning work responsibilities to supervisors; resolving employees' disputes; hiring and terminating personnel; and contract negotiations.

ZZZ Industries; Town, Ohio 1990 – 1994

#### **Production Inspector**

Inspected products for quality and tracked production data.

### **EDUCATION**

Town High School; Town, Ohio 1990

High School Diploma