

RESUME GUIDE

Your resume is part of your marketing material –

you are marketing yourself!

FUNCTIONAL RESUME

- Most of our students are best represented by using this type of resume format – Google this and view different functional resumes for ideas
- A functional resume focuses on your skills and experience rather than your chronological work history
- It is most often used by people who are changing careers or who have gaps in their employment history
- It emphasizes skills that are transferable from past positions to the new career focus
- It is also useful to summarize many repetitive jobs with similar responsibilities in each

THE SET-UP

HEADING

Start your resume with an attractive heading with your name, address, phone number, email address and LinkedIn link

PROFESSIONAL PROFILE

Should be the first category on your resume (NOT AN OBJECTIVE) – it will summarize your strengths and describe your attributes in the workplace

RELEVANT EXPERIENCE

Under this you would select three sub-headings that relate to the career you are embarking on. Sub-heading (ie Customer Service, Administration and Other) – under each of these subcategories you will put the various points you currently have under your Work History – volunteer experience can also fall into these categories

WORK HISTORY

Consists of a list of your past jobs with your title, the company you worked for and the date

EDUCATION

List your Diploma or Degree attained and the name and location of the school you attended, the dates are optional – DO NOT claim a degree or diploma that you do not have

VOLUNTEER EXPERIENCE

List your role, the organization and the dates

REFERENCES

Will be provided upon request (do not put them on your resume)

TIPS

- An effective resume gets you the interview – Google resumes for ideas!
- It should be attractive and easy to read
- Make your resume concise – no longer than two pages
- Use powerful action words to describe your experience
- Translate job skills and duties into accomplishments – What are you proud of from your past jobs, volunteer work or education?
- Your resume is never finished – you will always be updating it to ensure it is current with your latest experience – make these changes using the same formatting

FINALLY

- Proof your resume and have someone else look it over for spelling and grammatical errors
- When you cite “attention to detail” as a strength and then misspell many words on your resume, the employer will catch on
- Print it and look it over for bullets points or dates that are not lined up, fonts that don’t match, headings that should have the same format but do not, things that will stand out if you pay attention to detail – and then fix them
- When you have your resume in good shape, there should be no reason to change it for every job to which you apply (and changing it often results in errors) – rather, you change your cover letter to fit the job
- Now is the time to update or create your LinkedIn profile and add a professional looking photo to go with it