

Preparing Your Resume – 1 of 2

The word resume (it rhymes with pay) means summary. It is a short accounting of your qualifications. A resume will change and grow as your career also changes and grows.

There are two reasons for using a resume:

1. To review in your mind what you have done
2. To assist you in obtaining an interview with a potential employer

LENGTH LIMITATIONS

- One page preferably

TYPES OF RESUMES

- Chronological - in reverse order
- Functional - specific responsibilities

Any given resume should be focused on one type of job only. If you are applying for two different kinds of jobs, develop two resumes.

SUGGESTED OUTLINE FOR YOUR RESUME

1. **Personal Data**
Begin your resume with your name, address, email and telephone number. Other personal data may follow or appear at the end of your resume.
2. **Employment Objectives**
Indicate the work you are seeking.

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3. **Work History**

You can organize this information in two ways. Choose the way that presents your work experience best:

By Job

List each job separately starting with the most recent one and working backward. For each job list:

- Dates of employment
- Name and location of employer
- Position you held

Then describe your job, showing:

- Specific job duties - tasks you performed, including any special assignments
- Responsibilities - your place in the organization, how many people you supervised etc.
- Accomplishments - if possible, give concrete facts and figures.

By Function

List the functions that are related to your present job objectives. Then describe briefly the work you have done in each of these fields, without breaking it down by individual jobs.

If appropriate to your field of work, give such information as:

- Special skills
- Membership and professional organizations
- Volunteer or leisure time activities
- Knowledge of foreign languages

4. **References**

References should only be listed if space is available. A statement "References Available Upon Request" should appear at the bottom of your resume.