

TYPES OF RESUMES

Types of Resumes: There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume.

Chronological Resume: A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. **This type of resume works well for job seekers with a strong, solid work history.**

Functional Resume: A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

Combination Resume: A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

Targeted Resume: A targeted resume is a resume that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted resume than to just click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

Mini Resume: A mini resume contains a brief summary of your career highlights qualifications. It can be used for networking purposes or shared upon request from a prospective employer or reference writer who may want an overview of your accomplishments, rather than a full length resume.

RÉSUMÉ GUIDE

A résumé is one of the most important tools in your job search. Its purpose is to entice the employer to know more about you and call you for an interview. It is usually the first impression you will make on that person. Make it a good one!

A GOOD RÉSUMÉ PRESENTS:

- Who you are
- What kind of position you want
- Skills you have and accomplishments you have made
- Listing of education and training
- Listing of previous work experience

GENERAL DO'S AND DON'TS

DO

Be concise, accurate, positive
List your most recent job first
Stress skills & accomplishments
Research & use keywords related to the job
Make résumé attractive to read
Have someone proofread before mailing

DON'T

Lie or exaggerate
Include salary history
Use pronouns, abbreviations
Overdo use of bold & italics
Use small type or overcrowd margins
Include references

- References are usually left off résumés unless you are instructed to include them for a job fair.
- Have references available on another typed sheet of paper for the interview. Include at least three people, not relatives, who have recognized your skills, accomplishments, or personal qualities.
- "References furnished upon request" is no longer necessary on the bottom of résumés. It may be eliminated especially if space is needed for pertinent information.
- There are different résumé formats. No one résumé format or style is appropriate for all job seekers. Select the style and format that best sells your skills and qualifications to the most employers.
- Include your email address on your résumé, and check your email regularly. Make sure that your email address is professional and appropriate. (for example, your email address should not be cutiepie1998@gmail.com)
- Usually include a cover letter with your résumé. This is an introduction to your resume and can grab the reader's attention, which will get them to call you for an interview. You do not need a cover letter for the mock interview at the Career Fair.

Uncover Your Skills, Abilities, and Special Talents! The questions below will help you start thinking about the skills, abilities, and special talents that you already have. Once you know your strong points, you'll be better able to choose some job goals, write a resume, and get started toward your future career.

Career Management

3.04

Take about five minutes and answer the following questions to give you clues, ideas, and examples of what to write on your resume. You can also ask your teachers and other adults how they think your talents could apply to the world of work.

1. What good qualities did you inherit from your family?
2. If one of your friends at school were to brag about you, what would they say?
3. What praise or acknowledgement have you gotten from your teachers?
4. If you suddenly had to move far away what would your friends or teachers or neighbors miss most about you? How would their lives be more difficult, less fun, or less interesting if you weren't there?
5. Name about six qualities or characteristics of other people that you most respect or admire.
6. Which of those qualities you named above are also true about you? For each of those qualities, tell what you do that gives people the impression that you have that quality.
7. Which subjects are you best at in school? Why do you like those courses?
8. What do you know so well or do so well that you could teach it to others
9. What creative things have you done that you feel good about?
10. Describe something you designed, created, built, made, or fixed up that gave you a strong sense of satisfaction. Tell why you felt so good about it.

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John H. Doe (Sample)

[Street Address] | [City, ST ZIP Code] | [Phone Number] | [E-mail Address]

(SAMPLE HIGH SCHOOL RESUME)

Objective

To obtain a part-time position in the banking industry utilizing my data-entry skills, organizational ability, and strong work ethic.

Education

Expected June 2013

Raleigh, NC

State High School

Relevant Coursework: AP English, AP Biology, Principles of Business, Accounting I, Strategic Marketing Honors

Academic Awards and Achievements: A Honor Roll, Perfect Attendance, Warrior Trait Award for Responsibility, BETA Club, National Technical Honor Society, WorkKeys Gold Certificate Recipient

Experience

6/10-Present

Chico's Restaurant

Knightdale, NC

Server/Hostess

Greet guests and escorted them to designated tables

Describe menu specials, took orders, and delivered meals in timely manner

Assist fellow servers on restaurant policies and procedures

Skills

Communication (Presented meeting reports for Beta Club)

Microsoft Office (Word, Excel, Publisher, Power Point)

Involvement/Activities

DECA Club, Member 2009-Present

Interact Club, Member 2009-Present

Student Government, Vice President 2010

References (Separate Page)

Reference #1: Full Name

Job Title

Company

Company Address

Business Phone Number

Email Address

Relationship to Reference

Reference #2: Full Name

Job Title

Company

Company Address

Business Phone Number

Email Address

Relationship to Reference

Reference #3: Full Name

Job Title

Company

Company Address

Business Phone Number

Email Address

Relationship to Reference