

Resume Styles



A. Chronological

Brief summary: Work experience and personal history are arranged in reverse time sequence, with the most recent job shown first and having the most space.

Advantages: Emphasizes continuity and career growth. Shows where the person got his/her experience, how he/she got it, and accomplishments achieved in earlier jobs.

Best used: When a person has lots of experience in a certain field; when the career direction is clear and the job target is directly in line with the work history. Not useful if there are gaps in employment.

B. Functional

Brief summary: Highlights major areas of accomplishment (skills/functions) and strength and allows them to be organized in an order that supports the job target. It stresses "abilities" rather than "experience."

Advantages: Provides considerable flexibility in emphasis. Eliminates repetition of job assignments. Tends to de-emphasize experience.

Best used: First job search, re-entry into the job market, in cases of career change or redirection. Effective in displaying a strong area of ability.

C. Targeted

Brief summary: Focuses on a clear, specific job target.

Advantages: Makes a clear, focused case for a specific job. It demonstrates a strong understanding and ability in the targeted area.

Best used: When the job target and the requirements of the job target are very clear. Necessitates a different resume for each specific job target.

D. Alternatives

A creative resume is appropriate for occupations such as copywriters, graphic artists, illustrators, photographers, and other creative fields. It uses a freeform approach in which written or visual creativity is a prime requisite of the job.

Another format is a resume alternative, a personal letter to a particular employer, addressing specific areas where you can be of value to that employer. It is sometimes used when the user has had little or no work experience and has been out of the job market for a long time. It requires solid research on a particular employer of interest and is very focused.

Standard formats, such as chronological or functional, can be modified to highlight particular areas, such as work experience, i.e., grouping types of work experience together (in reverse chronological order), such as research experience, business experience, etc. Since alternative formats are seldom used, no additional information will be provided on these alternate formats.

Samples of these resumes are provided on the following pages.

Remember: A resume is not a dull biography of your work history or a personalized list of job functions. It is a full-page ad for YOU.

Also remember to include copies of the resumes you develop in your Job and/or Career Portfolio.



Use the information provided in this worksheet, and other information provided by your specialist, to create or update your chronological resume.

SAMPLE FUNCTIONAL RESUME

TAMARA SMITH
1234 Sunshine Street West
Prospect, Montana 59000
(406)442-9999

JOB OBJECTIVE

Seeking full-time, entry-level position as a day care center aide.

SKILLS AND ABILITIES

- Provided responsible child care for two pre-school children after school each day and one week-end per month.
- Worked effectively with Sunday school teacher to provide learning and play activities for 15 kindergarten and first grade children.
- Supervised craft activities for eight second grade children at First Community Church Youth Camp.
- Counseled two sixth grade students in school peer counseling program.
- Organized Halloween Fun Night for ten Head Start students at Prospect School.

EDUCATION

- 1999: Diploma. Prospect Heights High School, Prospect, Montana
Classes included consumer and homemaking, child care, health (including instruction in CPR and First Aid)
- 1995: Certificate. YWCA Baby Sitter's Class

WORK EXPERIENCE

- 1995-1999: Baby sitter
Mr. and Mrs. John Smith, Prospect, Montana
- 1997-1998: Craft Activities Aide, Youth Camp
First Community Church, Prospect, Montana
- 1997-1999: Teacher's Aide
First Community Church, Prospect, Montana

REFERENCES

Provided upon request.



SAMPLE CHRONOLOGICAL RESUME

TIFFANY SMITH

1234 Sunshine Street West
Prospect, Montana 59000
(406)442-9999

JOB OBJECTIVE:

Seeking full-time, entry-level position as a receptionist.

WORK EXPERIENCE:

1998-1999: PROSPECT HEIGHTS HIGH SCHOOL, PROSPECT, MONTANA

Office Clerk

Reported directly to Superintendent's Administrative Assistant. Answered phone, maintained file of attendance reports, typeset monthly newsletter, greeted visitors, typed correspondence, sorted and distributed mail.

1996-1998: PROSPECT COMMUNITY LIBRARY, PROSPECT, MONTANA

Library Aide

Reported directly to Librarian. Answered phone, shelved books, kept track of overdue books, and sent out overdue notices.

AWARDS AND MEMBERSHIPS:

1999: Received first place award in keyboarding at State Career Development Conference.

1999: Received "Business Student of the Year Award" from Business and Professional Women's Association.

EDUCATION:

1999: Diploma. Prospect Heights High School, Prospect, Montana

Classes included typing, personal computers, speech, Jobs for Montana's Graduates, bookkeeping, and introduction to business.

REFERENCES:

Provided upon request.



SAMPLE TARGETED RESUME

TYRONE SMITH
 1234 Sunshine Street West
 Prospect, Montana 59000
 (406)442-9999

JOB TARGET: Seeking full-time, entry-level position as auto parts salesperson.

ABILITIES:

- Sold \$500 in raffle tickets for JMG Summer Fund Raiser.
- Completed course work requirements in beginning and advanced auto mechanics.
- Greeted public, collected monies, and returned accurate change.
- Work effectively as a team member on an individual basis, quickly learning and using new procedures.
- Assisted my father in restoring a 1957 Chevrolet.
- Gave a presentation on using an engine analyzer to 4-H Club members.
- Assisted high school auto mechanics instructor in ordering parts for auto mechanics classes.
- Proficiently operate electronic cash register.
- Use personal computer.

ACHIEVEMENTS:

- Won first place in local VICA Plymouth Trouble Shooting Contest.
- Won first place in JMG Public Speaking Event at the State Career Development Conference.

WORK EXPERIENCE:

1998-Present: Main Street Exxon, Prospect, Montana
Service Station Attendant

1997-1998: Speedy Auto Wash, Prospect, Montana
Attendant

EDUCATION:

1999: Diploma. Prospect Heights High School, Prospect, Montana
 Classes included beginning and advanced auto mechanics, marketing, use of personal computers, speech, advanced mathematics, and Jobs for Montana's Graduates.

REFERENCES:

Provided upon request.

