



Resumes

In today's job market, the resume is an important tool for anyone looking for work. Everyone, from the new entrant into the workforce to the experienced professional, benefits from a well-written resume. Many employers require a resume be sent as the first method of contact. A resume captures an employer's attention, even when no job is advertised. Just as a job search is a sales campaign, your resume is your sales brochure. More than a summary of your skills, experience and education, it's an advertisement of your best. Your resume should make you stand out from the competition.

Take the time to organize your job search information, including education and employment. Focus on your skills and accomplishments and look for ways to sell your qualifications. A prospective employer doesn't just want to know where you worked, but also wants to know what you can do.

Resume Formats

Chronological

The emphasis is on a chronological listing of employment and employment-related experiences. The chronological resume is a good format for those with a consistent employment history, no gaps in employment and whose past employment experiences are related to their current employment goals. It effectively showcases a steady work record with increasing upward responsibilities. This may not be the best for new graduates, individuals with job gaps or persons changing careers.

Functional

The functional resume highlights skills, experiences and accomplishments without identifying specific dates, names and places. This format is organized by functions or skills, which advertise the specific qualifications needed for an occupation. This resume works well for people changing careers. It's also effective for those reentering the workforce, first-time jobseekers and when highlighting experiences that occurred in the distant past. There is no chronological listing of employment. Consequently, some employers don't like this format because they suspect that the person may be trying to hide something.

Combination

The combination resume brings together the best of both the chronological and functional resumes. It features a functional section that highlights skills, accomplishments and experiences. It also includes a chronological listing of employment, education and employment-related experiences. This is a very effective format for many jobseekers. The best chronological resume is enhanced with a section highlighting skills, accomplishments and experiences. The best functional resume is strengthened with a chronological listing of employment experiences.

Points to Consider

- Keep your resume brief (1 to 2 pages)
- Use only 8 1/2" x 11" paper
- Use white or off-white quality paper
- Emphasize your skills and accomplishments
- Don't use abbreviations
- Arrange the resume so it's pleasing to the eye
- Avoid fancy fonts, exotic colored paper, photographs and graphics



Resume Variations

Keyword

The keyword resume is a variation that adds a listing of skills to the beginning of any standard resume format. Place critical occupational skills as keywords at the beginning to add impact to the resume and help capture the reader's attention. This variation is effective for all career fields and levels of skill.

Targeted

More of a strategy than a style, the targeted resume directs skills and experience to the specific needs of an employer.

Resume Layout

The resume created by the jobseeker needs to be unique. No one layout fits everyone; however, there are some standard resume categories.

Personal Data

Your name, complete mailing address and telephone number(s) are all required personal data. Stack this information in a four to six line "block" format instead of running the information together on one line.

Employment or Career Objective

Include an objective if you have a specific career goal in mind, or you know the title of the job for which you're applying. If you omit the objective on the resume, be sure to communicate it elsewhere, such as in the cover letter.

Summary or Highlights of Qualifications

Generally, employers will spend less than 10 seconds screening your resume the first time. Their goal is to eliminate as many candidates as possible and concentrate on the best. Therefore, highlight your qualifications early in the resume to improve your chances for consideration.

Body of Resume

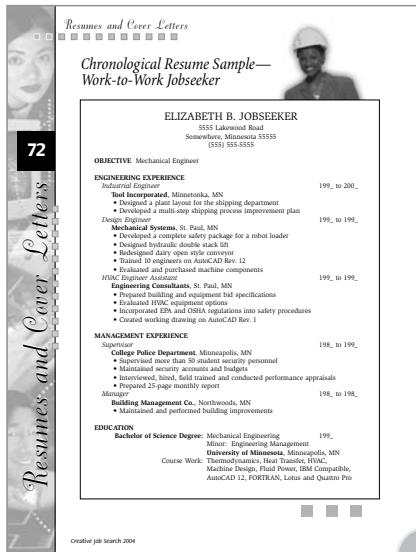
The resume format you choose determines the sequence of information. For a chronological resume, employment history comes next. In a functional resume, the summary sections follow. The combination format includes both summary sections and chronological listings.

Other Activities

List only those activities that relate to your occupational goal and show skill or experience. It's best not to mention specific religious or political organizations unless they directly relate to your goal. Military experience may be listed as a separate section or in the employer's "language" as part of the work history.

References

References don't belong on the resume. They should be listed on a separate sheet. Send the references with the resume only when specifically requested by the employer. There is no need to state "References available upon request." It's assumed that you'll provide them.



For additional job search assistance,
contact your local Minnesota WorkForce Center.

www.deed.state.mn.us

1.888.GET JOBS (1.888.438.5627)

1.800.657.3973 (TTY)

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