
Resume

What is a Resume?

Resumes are a summary of who you are and why you are the best candidate for a position by highlighting your skills, achievements, and experience in a more detailed way than a cover letter. Information given should be done in a way that keeps the employer's needs in mind and showcasing your work value accordingly.

While the information necessary for a resume has not changed, what you can do with it has. Changes to layout, phrasing, and wording change periodically so it is important to make sure you are either following a current template for your new resume or make the necessary changes to your existing resume.

RESUME FACT

Did you know that on average, employers spend roughly **30 seconds** reading a resume?

Which **type** of Resume should I choose?

Resumes now come in a variety of styles to present your personality and skills to employers, but there are **3 main types of resumes** to consider based on your educational & work history. It is also important to look at the pros and cons for each type of resume, making sure you will be presenting your information in the best way possible.

1) **Chronological Resume**

Most common resume type that lists work history from the most recent and working backward. If you are currently employed, this would be listed first employment record to list, going back up to 15 years; not recommended to go back further on your resume, but be prepared to answer questions when you land the interview!

Pros:

- Shows steady/consistent work history.
- Easy to read work history.

Cons:

- Highlights employment gaps or multiple employers in a short period.
- Skills are not as easy to see.
- Little to no experience is emphasized.

- Use to:** → Emphasize career growth in the same or similar career.
 → To name a former employee that is significant to perspective job.

- Avoid if:** → Employment gaps in your work history.
 → Change jobs frequently.
 → Reentering the job market after a long absence.

2) **Functional Resume**

Focus on skills and experience rather than specific employment history, directing attention from spotty to no work history. Some choose to leave off any employment names and dates, while others may choose to add this information.

Pros:

- Focuses on skills required for position.
- Highlights significant experience through many years of work.

Cons:

- No detailed work history.
- Employers may wonder what you are hiding.

- Use to:** → Emphasize transferrable skills obtained through volunteer, paid, and course work.
 → When changing careers.
 → Limited to no experience.
 → Gaps in employment
 → Numerous employees in a short period.

- Avoid if:** → Employers, headhunters, and recruiters do NOT like this resume type.

3) **Combination**

Mix of a function and chronological resume. Taking the skills highlighted first, as the main focus, before going into work history.

Pros:

- Transferrable skills are the focal point.
- Show how skilled previously obtained will apply to the job.

Cons:

- Work history is secondary.

- Use to:** → When making a career change.
 → Show off skills developed through work instead of a former position.

- Avoid if:** → Gaps in work history.
 → Experience is limited.

Where to Start: *Heading*

Just like with a cover letter, it is important to have your name and contact information at or toward the top of your resume, so that employers can quickly reference this as needed. No matter which type of resume works best for you, this information should ALWAYS be included on your resume!

✓ **Your Name**

It should go without saying, but ALWAYS spell your name correctly! If you go by another name, list your first name followed by alternate name requested in quotation marks. This gives an opportunity to present a preferred nickname or first name that you would typically go by, while still giving your potential employer your given first name, preventing any confusion.

- Example: Jonathan “Johnny” Smith

✓ **Your Contact Information**

Current address, up-to-date phone number, and working email should be provided. Providing your information, gives the employer multiple avenues to contact you for an interview, or job offer.

- Providing an **address** shows stability to an employer. If you are preparing to move or do not have an established address, use a friend or family member’s address; always confirm the resident is comfortable with you providing their address and would notify you quickly if you receive correspondence.
- Never give a **phone number** that you no longer have, or has been suspended, even temporarily. When an employer calls but is unable to get ahold of you or leave a message, they will move on to the next applicant.

It is also important to have your voicemail set up with a work appropriate message. Ring back tones are a no go. Though it may be funny to have a funny message response for callers, this can be a red flag for potential employers.

Avoid using a work phone number, even if the company will contact you during work. This shows you are not focused on work, and if your current employer hears you talking to a potential new employer, you may be let go.

- An appropriate **email**, that you still have access to, is also vital. If you do not have an email address that fits the bill, set one up specifically for applying for jobs, and any other important tasks you may have.

Example of a **bad** email to use: XOXOsweetiepie4u@gmail.com

Example of a **good** email to use: JohnSmith@gmail.com

What to include: *Chronological Resume*

Each portion of a resume is to present your information to potential employees in order of most recent to oldest. For a chronological resume the following should be included:

1. Professional Objective or Professional Summary

- A ***professional objective*** should clearly state what you want to do for the company/organization, using job titles or descriptions that reflect the job you want. Typically best used for entry level or limited experience professionals.

Examples:

- “Dedicated and motivated accounting graduate seeking the Accounting Technician 1 position with Accountant’s For You.”
- “To leverage my over five years of client-facing experience, public speaking skills, and expertise in the health care industry into a public relations role with Happy Tree Educational Animations.”
- A ***professional summary*** is a brief overview highlighting your main skills and experiences for employers to know what you offer right away. Always helpful to focus on what the employers has requested. Typically best used for experienced professionals.

Example:

- “Detail oriented dental hygienist with experience providing quick and efficient services for patients of all ages and dental needs. Knowledge and use of Dentrux operating system and the ability to use digital or film x-rays effectively offering an enjoyable dental experience.”

Put your *strengths* first!

Skills, Education, and Work History

should be placed in order of your strongest to weakest.

For example, if you have an extensive work history that is related to the job you applied for but minimal education, it would be best to place Work History first, Skills second, and Education last. This allows for employers to view your strengths to focus on immediately, and since not all employers thoroughly read resumes it may be overlooked until you have landed an interview in which you can answer questions and alleviate any concerns.

2. Skills

Skills can be listed in this section, and when determining which to list/highlight reference the job posting you are responding to. Should be a mix of practical skills (such as specific software or technical knowledge) and soft skills (such as communication abilities, or attention to detail.)

Examples:

- Time management
- Dentrux
- Professional demeanor
- Multi-tasking
- Documentation and reporting

3. Education

List your educational history, minus high school, from most recent working backward. Only list schools that you obtained a degree or certificate from, and if you have received additional training in your field, this information can also be placed here.

Always include:

- 1) School Name
- 2) City and State
- 3) Degree or Certificate Awarded – ***Make sure this is correct!***
- 4) Year Graduated or Expected Graduation Month and Year.

Example:

4. Work History

Start with the current or most recent job, working your way back no more than 15 years. Typically, 3-4 jobs are the most there is room for on a resume. Under each, highlight duties and skills that were performed and can also be used toward the job you are applying for.

Example:

- Official Job Title
- Employer Name
- City and State of Employer
- Employment Dates
 - Start Date – End Date
 - Month and Year Format
- Duties completed while employed.
 - Keep this *honest* and related to the position you are applying for.
 - Used the same number of bullet points for each job to keep your resume clean and cohesive.

5. Honors/Achievement (Optional)

Some students may benefit from including activities, honors, leadership opportunities, language skills, certifications, licenses, and/or security clearance.

Consider:

- Activities – Only list activities which highlight work related experience.
- Awards/Honors – Only include awards that are recent and related to work performance
- Certifications/Licensure – Computer certifications, First Aid, CPR, RN License, etc.
- Security Clearance – Mainly for security and/or tech related fields.
- Special Skills – Include foreign language, computer skills, typing skills, etc. (Only job related!)

Examples:

- TS Security Clearance
- Fluent in Spanish and French

What to include: *Functional Resume*

Each portion of a resume is to present your information to focus on your skills and experience, instead of your work history. For a functional resume the following should be included:

1. Professional Summary

- A **professional summary** is a brief overview highlighting your main skills and experiences for employers to know what you offer right away. Always helpful to focus on what the employers has requested. Typically, best used for experienced professionals.

Example:

- “Detail oriented dental hygienist with experience providing quick and efficient services for patients of all ages and dental needs. Knowledge and use of Dentrux operating system and the ability to use digital or film x-rays effectively offering an enjoyable dental experience.”

2. Skills

Skills can be listed in this section, and when determining which to list/highlight reference the job posting you are responding to. Should be a mix of *practical skills* (such as specific software or technical knowledge) and *soft skills* (such as communication abilities, or attention to detail.)

Examples:

- Time management
- Dentrux
- Professional demeanor
- Multi-tasking
- Documentation and reporting

3. Professional Skills or Experience

Choose 3-4 skills, starting with your strongest, and provide accomplishments based on each skill using details and numbers for context.

Examples:

- “Documentation Management
 - Documented patient medical information, case histories, and insurance details to facilitate smooth appointments and payment processing.
 - Checked patient data including insurance, demographic, and health history to ensure all information was current.
 - Maintained financial documentations such as expense reports and invoices.
- Organization
 - Managed master calendar and scheduled appointments for three providers based on optimal patient loads and clinician availability.
 - Responded to correspondence from insurance companies to verify patient coverage.
 - Organized paperwork such as charts and reports for office and patient needs.
- Patient Care
 - Coordinated scheduling, check-in, check-out, and payments for billing for over 20 patients per day.

Show off your S-K-I-L-L-S!

Skills Education will be used in place of specific work history and can be highlighted in a few different ways.

Depending on what you are looking to highlight, determining if the various pieces of this type of resume are necessary or would end up being redundant is important. While you do want to show your most important skills and experience, restating the same few items different ways is not needed and can be frustrating to the employer reviewing your resume.

- Certifications/Licensure – Computer certifications, First Aid, CPR, RN License, etc.
- Security Clearance – Mainly for security and/or tech related fields.
- Special Skills – Include foreign language, computer skills, typing skills, etc. (Only job related!)

What to include: *Combination Resume*

Each portion of a resume is to present your information to potential employees in the best way. For a combination resume the following should be included:

1. Professional Objective or Professional Summary

- A ***professional summary*** is a brief overview highlighting your main skills and experiences for employers to know what you offer right away. Always helpful to focus on what the employers has requested. Typically, best used for experienced professionals.

Example:

- “Detail oriented dental hygienist with experience providing quick and efficient services for patients of all ages and dental needs. Knowledge and use of Dentrrix operating system and the ability to use digital or film x-rays effectively offering an enjoyable dental experience.”

2. Summary of Qualifications

This section is meant to replace lengthy work history, by focusing on 3 specific abilities acquired through training, previous work, or extracurricular activities that help shape the employee you are.

***If you use a Professional Summary, this section may be redundant and not needed. Check how much space you have (if you are running out, leave it out) and what would be used is not repeating information.**

Example:

- Working knowledge of office equipment and management procedures.
- Comfortable when working under pressure with a high degree of attention to detail and problem solving.
- Self-driven with excellent customer care and teamwork skills, ability to work as a part of a team and along.

Best of both worlds

Work Experience, Responsibilities, and **Achievement** are the main concentration of a combination resume.

As you gain experience and are now looking toward advancement, this resume style will highlight the skills, knowledge, and experience gained that can be used toward a more advanced position.

Also ideal if reentering the job market or looking to switch career fields, so your work history is relevant but the main focus is elsewhere.

3. Skills

Skills can be listed in this section, and when determining which to list/highlight reference the job posting you are responding to.

Examples:

- Time management
- Dentrrix
- Professional demeanor
- Multi-tasking
- Documentation and reporting

4. Work History

Start with the current or most recent job, working your way back no more than 15 years. Typically, 3-4 jobs are the most there is room for on a resume.

List:

- Official Job Title
- Employer Name
- City and State of Employer
- Employment Dates
 - Start Date – End Date
 - Month and Year Format

5. Education

List your educational history, minus high school, from most recent working backward. Only list schools that you obtained a degree or certificate from, and if you have received additional training in your field, this information can also be placed here.

Always include:

- a. School Name
- b. City and State
- c. Degree or Certificate Awarded – ***Make sure this is correct!***
- d. Year Graduated or Expected Graduation Month and Year.

Example:

Associate of Science in Dental Hygiene 2021
BridgeValley Community and Technical College, South Charleston, WV

6. Honors/Achievement (Optional)

Some students may benefit from including activities, honors, leadership opportunities, language skills, certifications, licenses, and/or security clearance.

Consider:

- Activities – Only list activities which highlight work related experience.
- Awards/Honors – Only include awards that are recent and related to work performance
- Certifications/Licensure – Computer certifications, First Aid, CPR, RN License, etc.
- Security Clearance – Mainly for security and/or tech related fields.
- Special Skills – Include foreign language, computer skills, typing skills, etc. (Only job related!)

Downloads

Examples:

Please use the example documents as a guide point for your own Cover Letter & Resume but remember to ass your own personality to it!

[Cover Letter](#)

[Chronological Resume](#)

[Functional Resume](#)

[Combination Resume](#)

Templates:

Templates listed can be used to create your own documents but remember that there are additional styles available for use!

[Cover Letter](#)

[Chronological Resume](#)

[Functional Resume](#)

[Combination Resume](#)