



Tips for Writing a Resume

Writing a good resume is crucial in that it is the first impression that could potentially grant you or cost you an interview. In this handout, we have compiled a list of things that can help you prepare an effective resume.

Template

It is important to consider and select a template before preparing your resume. Before you begin, survey resume samples available from your industry to know which template will be best for your resume. There are many great templates available online. For beginners, MS Word is a great option with many editable templates available. Choose the one that reflects your field in terms of colour and style, or would be acceptable for the kind of position you're applying for. A carefully chosen template with an appropriate colour scheme serves more than being merely decorative; it conveys thoughtfulness and attention to detail on your part.

Type of layout

Another crucial step is to determine a resume layout that is well-aligned with your current professional situation, with what the hiring company is expecting to see in your resume, as well as with the kind of job you're applying for. There are three layouts that a resume could use: *chronological, functional, or combination.*

Chronological Resume

A chronological resume lists your educational background, skill set, and work experience in order of date, with the most recent at the top. A chronological resume is particularly helpful when you want to showcase your vast work experience, for it creates a linear progression of your related experience in a favourable manner. However, a chronological resume is not a good idea when you're starting your career, as there isn't much work experience under your belt just yet. In addition, this layout must also be avoided if you have in your employment history, as it would only highlight the gaps, and might affect your application negatively.



SAMPLE CHRONOLOGICAL RESUME

JANE SMITH

7982 Central Park Avenue, Apt. 8
Phoenix, AZ 85018

Phone: 602-555-5050
E-mail: janesmith@syntax.c

SUMMARY OF QUALIFICATIONS

- 10+ years experience in administrative and clerical work
- Ability to work independently or in a team setting
- Proficient in Microsoft WindowsXP, including MS Word, Excel and Outlook
- Excellent telephone, customer service and people skills
- Transcription experience with typing skills of 70 wpm

PROFESSIONAL EXPERIENCE

Administrative Assistant, Blackwood Systems, Inc., Scottsdale, AZ 12/02-12/07

- Oversaw \$600+ expense budget and used funds for purchasing supplies
- Stocked and maintained office supplies in order to provide a neat and organized workplace
- Maintained front desk and served as company gatekeeper to ensure that employees could work without being disturbed
- Accurately and efficiently inventoried, documented and transported confidential information to an off-site storage facility

Consultant Assistant, McDougal Littell, Phoenix, AZ 09/00-12/02

- Used professional phone skills to listen to customers' needs and determine the necessary action
- Reviewed and processed expense reports to ensure accuracy before submitting to corporate headquarters
- Assisted with the planning and coordination of regional sales meetings
- Assisted Consultant Manager by compiling and preparing a detailed monthly report of the attendance records of 23 sales consultants categorized by individual, regional and national spreadsheets

Sales Assistant, The Trane Company, Phoenix, AZ 04/98-07/00

- Supported sales engineers by ordering, tracking and scheduling deliveries of heating and air conditioning equipment in a precise manner
- Prepared literature and submitted proposals to customers to describe the equipment and its cost
- Determined installation sites for equipment by reading and interpreting plans and blueprints

Administrative Assistant, Professional Career Consultants, Scottsdale, AZ 06/96-04/98

- Greeted customers and referred them to their consultant by answered incoming calls
- Handled all customer correspondence for 4 recruiters in a busy office setting
- Entered 30+ candidates into database daily, submitting qualified candidates to national recruiting network and retyping resumes when necessary. Prepared and sent invoices to companies that hired our candidates

EDUCATION

Mesa Community College, Mesa Arizona



Functional Resume

A functional resume favours someone who has a gap in their employment history, has changed their field, or has a work history that's not altogether relevant for the job they're applying for. In short, a functional resume brings the reader's attention to the skills and abilities of the applicant, rather than emphasize the timeline of their employment history. For instance, a typical functional resume may begin with a summary of the applicant's qualifications followed by their skills that are supported with an example and/or a brief description of how those skills were acquired and where they were utilized.


A sample functional resume has been given below.




Substitute Teacher

(Functional Example)

CONTACT

(877) 623-6234 

Olivia.john@gmail.com 

34 North San Pedro, San Jose, CA 95542 

Linkedin.com/oliviaaaj 

EDUCATION

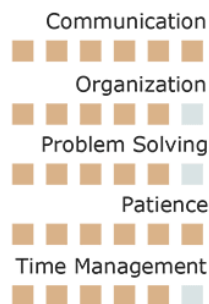
2008 - 2012

B.A. / Primary Education
San Jose State University,
May 2012

2013

National Board of Professional
Teaching Standards
Multiple Subject Teaching
Credential,
March 2013

SOFT SKILLS



AWARDS

2014

SUBSTITUTE OF THE YEAR /
Bradford School District,
Pleasantville, CA

QUALIFICATIONS SUMMARY

- **Proven track record** of improving the progress of struggling students and increasing class text scores
- **Recognized** for ability to increase student participation and motivation in learning through engaging lessons and activities
- **Certifications:** Possess a Multiple Subject Teaching Credential
- **Technical skills:** Adept with Microsoft Office and SMART Board Lesson Development
- **Afterschool Programs:** Served as the assistant coach for the Women's Basketball and Track teams

RELEVANT SKILLS

LESSON PLANNING

- Write comprehensive reports to regular teachers regarding lessons and student progress
- Collaborate with regular teachers in developing long-term plans for struggling students, as well as designing new activities to enhance learning engagement of students
- Designed and implemented lesson plans that increased student engagement by 20%

STUDENT DEVELOPMENT

- Regularly engaged students in open discussions and other team building activities that increased class morale and created a more energized learning environment
- Effectively helped three struggling students to improve their reading ability – all three achieved grade-level targets within the first year

TEACHING

- Instruct Math, Art, and English to classes ranging between 13 and 24 students, Grades 2 to 5
- Incorporate digital technology for learning activities, including software applications and a SMART board – leading to implementation by the full-time teacher
- Adhered to strict school policies and procedures regarding students with disciplinary issues



Combination Resume

So, what if there's no way to avoid the gap in your employment history as the company requires past work experience? Or what if you actually want the hiring manager to know about the shift in your career? This is where a combination resume comes in. A combination resume is the best of both, the chronological and functional resumes, in that, it not only focuses on what skills and experiences you're bringing to the company, but also accounts for your past work experience. Because of the recent trend in professionals changing their jobs or careers for practical or impassioned reasons, a combination resume is often the choice of many professionals, as it lists one's skills, achievements and qualifications first, and employment history last.

A sample combination resume is given below.



COMBINATION RESUME

From Resume Genius

RESUME INTRODUCTION

- **Project Execution:** Implemented new menu introduction strategies, increasing customer purchases of wine by 10% on avg.
- **Management:** Assisted in the training of 6 new waiters, ensuring attention to detail and comprehensive understanding of restaurant methodology and practices
- **Awards & Recognition:** Frequently praised for excellent service on restaurant's online rating system
- **Salesmanship:** Deep and broad knowledge of wines and pairings

SKILLS SECTION

- Familiarity with Point of Sale (POS) terminals and common restaurant equipment / machinery
- Able to memorize entire menus within a day, including ingredient combinations
- Proven ability to "upsell" alcohol, dessert, and appetizers to customers
- Bilingual – English (native) and Spanish (conversational). Able to comfortably take care of customers in either language

EXPERIENCE SECTION

LONGHORN GRILL

WAITRESS / RENO, NV / 2012 – Present

- Memorized restaurant's wine stock and appropriate entrée pairings, leading to daily wine sales averaging \$180, fully 15% higher than the company average
- Write patron's food orders on slips, memorize orders, and manage food resources in a 120+ seat restaurant
- Operate POS terminals to input customer orders, swipe credit cards, and enter cash amounts received

LONGHORN GRILLMIKE'S FANCY KITCHEN

HOSTESS & WAITRESS / RENO, NV / June 2010 – August 2012

- Awarded "Employee of the Month" two months consecutively
- Bussed tables, presented menus, seated customers, and assisted waiters with drink orders
- Trained 3 new hosts in providing excellent customer service and conflict resolution techniques


CONTACT INFO


Email: youremail@gmail.com


Phone: 895 555 555


Address: 4397 Las Brisas Drive,
Reno, NV 89523

SOCIAL MEDIA

 your facebook

 your instagram

 your linkedIn

 your twitter

SKILLS SECTION

Problem Solving

Adaptability

Collaboration Strong

Work Ethic Time

Management Critical

Thinking

Handling Pressure

Leadership

EDUCATION SECTION

B.A. / Psychology

University of
Nevada, Reno

2009 – 2013

3.95 GPA



Grammar and Consistency

Even a minor error that has been overlooked by you will seem like a huge glaring blot on your resume. For this reason, going through multiple rounds of editing and proofreading to ensure that your resume is error free, looks professional and is easy for the hiring manager to follow, while keeping its uniqueness, is pivotal. To avoid any errors in the text of your resume, always give yourself a day's break before sending your application, so you can look at the resume with a fresh pair of eyes and detect anything amiss and rectify it. A good start is to look for type errors like punctuation errors, run-on or fragmented sentences, unnecessary use of the passive voice, and/or redundant words or phrases.

Additional Tips

- Generally speaking, it is best to use a professional and legible font like the Times New Roman, Arial or Calibri ranging from 10 – 12 size font.
- Limit your resume to as few pages as possible.
- Use headings and sub-headings consistently and sparingly, and bullets only where necessary, or else your resume will look crowded.
- Finally, aim for simplicity and select a template with a palette of sophisticated colors, as too many vivid colors may make your resume look jarring.