

Resume Tutorial

What's a Resume?

A resume is a one page written document describing your education, experience accomplishments, skills, and interests. It is a critical item in the job search process, as employers use the resume to screen candidates and to decide who to interview. Think of the resume as an advertisement, and use it to demonstrate to the employer that you have knowledge and abilities related to your employment goals. If you are looking for different types of jobs you may need several versions of your resume.

Types of Resumes

There is no one right way to do a resume. Format and style can vary from person to person. The important thing is it should be clean, easy to read, concise, professional, and reflect your skills and abilities in a way in which you are comfortable. Below are some standard resume styles, but many people opt to be creative and use a combination of styles.

Chronological Resume

This style uses an experience based approach. Past work experience is highlighted and placed in reverse chronological order. Job titles, organizations, and responsibilities are listed. This style is considered traditional and is most appropriate for individuals with a lot of work experience.

Functional Resume

This style uses a skills based approach. This style emphasizes skills versus job responsibilities. Functional resumes work well for individuals with little experience and for those who want to enter fields unrelated to their major.

Combination Resume

This style features both skills and experience and works well for students. There are several ways this can be done. One way is to list your experience most related to your career goal first. Another is to have a skill heading and list experiences that are related to that skill. This approach is useful if your experience is very diverse and in a variety of functional areas.

	<p>Full Name 100 Saint Anselm Drive, Manchester, NH 03102 (603) 641-7574 abennett@anselm.edu</p>
Education	<p>Saint Anselm College, Manchester, NH Bachelor Of Arts, Economics, May 2002, GPA 3.9 Certificates in French And International Relations</p>
Relevant Course	Lotus, Word Perfect, Windows, Excel
Honors	French Honor Society, Economics Honor Society, and Delta Epsilon Sigma National Scholastic Honor Society
Experience	<p>Intern (Spring 2002) <i>Performance Technology, Inc., Lewiston, ME</i> Researched and implemented plan for solid waste management projects in Ireland.</p> <p>Lab Technician (Summer 1999) <i>Town of Fort Kent Water Dept., Fort Kent, ME</i> Maintained records of the town's drinking water contents represent the department when meeting with EPA officials.</p>
Activities	<p>Sports Editor (1998-2002) <i>Anselmian Yearbook, Saint Anselm College</i> Managing a small staff to meet deadlines in the designing of the sports section. Duties included layout of pages, writing copy, photo selection, compiling sports statistics</p> <p>Economic Society Member (1999)</p> <p>Student Volunteer (1998) Teachers aid for special needs children in reading, writing, science and mathematics</p> <p>French Tutor (2001)</p> <p>Alumni Weekend Committee Member (2000)</p> <p>International Relations Club Member (1999-2000)</p>

Sample Chronological Resume

	<p>Full Name 100 Saint Anselm Drive, Manchester, NH 03102 (603) 641-7574 abennett@anselm.edu</p>
Education	<p>Saint Anselm College, Manchester, NH B.A. Theology, May 2002, Graduated <i>Cum Laude</i></p>
Experience	<p>Sacred Heart University, Fairfield, CT <i>Program Assistant - Student Activities Office Aug. 98 - May 01</i></p> <ul style="list-style-type: none"> Supervised the operation of the Student Activities Office Resource Room and work study staff. Interviewed, hired and trained Student Activities Office Resource Room work-study staff. <p>Saint Anselm College, Manchester, NH <i>Resident Assistant - Office of Residential Life Aug. 00 - May 02</i></p> <ul style="list-style-type: none"> Learned and applied effective skills for interacting with residents and residence hall situations. Programmed, disciplined, counseled, and administrated for one hundred and sixty residents.
Leadership	<p>Student Programming Board President May 01 - May 02 Successfully fostered improved communication and stronger working relationships between the Student Programming Board, Administration and the Student Government Association.</p> <p>New Student Orientation Coordinator Office of Residential Life June 2000 - August 2000</p> <ul style="list-style-type: none"> Produced staff brochure using Microsoft Publisher, Ami Pro, and Print Shop. Facilitated group dynamics including "Ice Breakers" with first ear students.
Honors	<p>Dean's List - seven consecutive semesters Selected for <i>Who's Who Among College Students, 2002</i></p>
Computer Skills	PageMaker, Photoshop 4.0, Microsoft Publisher, Windows platform, Macintosh platform, Frontpage, HTML, Javascript, Lotus Notes, Word, Excel, Powerpoint.

Sample Combination Resume