

Traditional Résumé

A. Format and Style

1. Use short noun phrases and action verbs, not whole sentences.
2. Use facts, not opinions.
3. Adopt a “you” attitude.
4. Omit personal pronouns-especially the word “I”.
5. Omit the date of preparation, desired salary, and work schedule.
6. Use parallelism in listing multiple items.
7. Use positive language and simple words.
8. Keep it looking sharp by using plenty of white space, high-quality paper, and laser printing.

B. Content

1. Contact information
2. Career objective or skills summary (optional)
 - a. When stating a career objective, be specific and try to generate interest.
 - b. Prepare two different résumés if you can do two unrelated types of work.
 - c. For a skills summary, summarize your key qualifications, presenting the strongest ones first.
3. Education
 - a. List name and location of every postsecondary school you have attended, with the dates you entered and left and the degrees or certificates you obtained.
 - b. Indicate your major (and minor) fields in college work.
 - c. If your grade point average is impressive enough to list, be sure to include the numerical scale (4.0 or 5.0).
 - d. List any other related educational or training experiences, such as job-related seminars or workshops attended and certificates obtained. (Give dates.)
4. Work experience, skills, and accomplishments
 - a. List all relevant work experience, including paid employment, volunteer work, and internships.
 - b. List full-time and part-time jobs, with the most recent one first.
 - i. Provide the name and location of each firm that employed you, as well as the years (or months) you worked there.
 - ii. List your job title and briefly describe your responsibilities.
 - iii. Note on-the-job accomplishments and skills: quantify them when possible.
5. Activities and achievements
 - a. List all relevant offices and leadership positions.
 - b. List the projects you have undertaken.
 - c. Show your abilities, such as writing or speaking, and mention any publications and community service.

6. Other relevant facts
 - a. List other information, such as your proficiency in languages other than English.
 - b. Mention your ability to operate any special equipment and all technical and computer skills (including software).
 7. Personal data
 - a. Omit personal details that could be regarded negatively or be used to discriminate against you.
 - b. Leave personal interests out unless they are relevant to the position.
 - c. List a reference only if you have the person's permission to do so.
- C. Organizational Approach
1. Use the chronological approach unless you have a weak employment history.
 2. Use the functional approach if you are new to the job market, want to redirect your career, or have gaps in your employment history.
 3. Use the combined approach to maximize the advantages of both chronological and functional résumés, but only when neither of the other two formats will work.

Modifications for Electronic Résumé

- A. Style and Format
1. Eliminate any graphics, as well as boldface, underlines, italics, small print, tabs, and other formatting codes.
 2. Save file in plain-text (ASCII) format.
 3. Add blank spaces, align texts, and use asterisks for bullets.
- B. Content
1. Add a "Key Word Summary" listing nouns that define your skills, experience, education, and professional attributes.
 2. Mirror the job description when possible.
 3. Add job-related jargon, but don't over do it.

Modifications for Online Résumé

- A. Provide employers with your URL and e-mail address.
- B. Use keyword hyperlinks to the following:
1. ASCII version of your résumé that employers can download into an Electronic database
 2. Fully formatted résumé that can be read online and printed

Adapted from *Business Communication Today*, 6th edition. Courtland L. Bovée & John V. Thill. Prentice Hall: New Jersey, 2000, p.613.