

## Types of Résumés

<b>Chronological Résumé Format</b>		
Advantages	Disadvantages	Best Used By
<ul style="list-style-type: none"> <li>• Widely used format</li> <li>• Logical flow, easy to read and prepare</li> <li>• Showcase s career progression and growth</li> </ul>	<ul style="list-style-type: none"> <li>• Emphasizes gaps in employment</li> <li>• Not suitable if you have no work history</li> <li>• Highlights frequent job changes</li> <li>• Emphasizes employment but not skill development</li> <li>• Emphasizes lack of related experience and career changes</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals with steady work record</li> <li>• Individuals whose recent employers or job titles are impressive</li> </ul>

<b>Functional Résumé Format</b>		
Advantages	Disadvantages	Best Used By
<ul style="list-style-type: none"> <li>• Emphasizes skills rather than employment</li> <li>• Organizes a variety of experience (paid and unpaid work, other activities)</li> <li>• Disguises gaps in work record or a series of short-term jobs</li> </ul>	<ul style="list-style-type: none"> <li>• Viewed with suspicion by employers due to lack of information about specific employers and dates</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals who have developed skills from other than documented employment and who may be changing careers</li> <li>• Individuals with no previous employment</li> <li>• Individuals with gaps in employment</li> <li>• Individuals with frequent job changes</li> </ul>

<b>Combination Résumé Format</b>		
Advantages	Disadvantages	Best Used By
<ul style="list-style-type: none"> <li>• Highlights most relevant skills and accomplishments</li> <li>• De-emphasizes employment history in less relevant jobs</li> <li>• Combines skills developed in a variety of other activities</li> <li>• Minimizes employment gaps and absence of directly related experience</li> </ul>	<ul style="list-style-type: none"> <li>• Can be confusing if not well organized</li> <li>• De-emphasizes jog tasks and responsibilities</li> <li>• Require more effort to prepare</li> </ul>	<ul style="list-style-type: none"> <li>• Career changers or those in transition</li> <li>• Individuals re-entering the job market after some absence</li> <li>• Individuals who have grown in skills and responsibility</li> <li>• Individuals pursuing the same or similar work in the past</li> </ul>

<b>Targeted Résumé Format</b>		
Advantages	Disadvantages	Best Used By
<ul style="list-style-type: none"> <li>• Personalized to company/position</li> <li>• Shows research</li> <li>• More impressive to employer</li> <li>• Written specifically to employer's needs</li> </ul>	<ul style="list-style-type: none"> <li>• Time-consuming to prepare</li> <li>• Can be confusing if not well organized</li> <li>• Must be revised for each employer</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone – because any of the other formats can be made into a targeted résumé.</li> </ul>



# Joe Applicant

123 Main Street • Oakland, CA 12345 • (123) 456-7890 • joe.applicant@email.com

## EDUCATION COORDINATOR/SUPERVISOR

*Effectively managing staffs in both the blood bank and business arenas*

Results-oriented, high-energy, hands-on professional with 10+ years' experience and a successful record of accomplishments in the blood banking, training, and communication transmission industries.

*Key skills include:*

- Experience in Quality Assurance and Customer Service in Two Industries.
- Excellent Communication Skills
- Team Building & Leadership
- Internal & External Communications
- Experience in Training and Payroll

## PROFESSIONAL EXPERIENCE

AMERICAN RED CROSS, *Oakland, Calif.*

**EDUCATION MANAGER / EDUCATION COORDINATOR** (February 2013 – Present)

Facilitated successful educational project over the past five years for Northern California blood centers, with FDA regulated manufacturing equipment, as pertaining to CGMP, CFRs, Calif. State and American Association of Blood Bank (AABB) regulations.

*Notable accomplishments:*

- Provide daily operational review/quality control of educational accountability to meet regulations.
- Responsible for assuring uncompromised compliance with 23 organizational quality systems.

CORE COMMUNICATION INC., *Sunnyvale, Calif.*

**CABLE TELEVISION SUPERVISOR** (May 2008 – February 2013)

Supervised contract support for six AT&T Broadband systems located in the Bay Area.

*Notable Accomplishments:*

- Provided customer support/resolution, training in telephony and customer care.
- Handled quality control, payroll, special projects/plant extensions, and staff evaluations.

## EDUCATION & CREDENTIALS

**SAN JOSE STATE UNIVERSITY**, San Jose, Calif.

Bachelor of Science (GPA; 3.8; Major: Administration of Justice; Graduated Cum Laude), May 2008

**Certifications**

NCCT Phlebotomy Technician Certification • NCCT Certified • CATV System Technician

**Information Technology Skills**

Microsoft Office Suite • ADP / Workforce Now • Proficient in Various Payroll Software Systems

# RÉSUMÉ FORMATTING GUIDE (20 & 14 point upper case)

City, ST Zip | [email@email.com](mailto:email@email.com) | (XXX) XXX-XXXX

## Summary (Or title desired)

*The purpose of this document is to create a guide of basic résumé formatting, that's it! For instance, in this area The Summary of Experience Section. A job specialist, program provider, or offender assistant, need to create a summary of the person's experience in three to four sentences, no more or less. This is not a list nor does it need to be a bulleted section, but a simple summary of what an employer will read below. The goal, to get attention.*

## Skills (14 point font, bold)

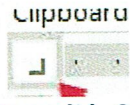
- This section can be a list of soft and hard skills
  - Use san-serif fonts: Cambria, Calibri, Arial, etc.
  - ▣ Choose a font pleasing to the eye (10-12 points)
  - ~ Should have relevant skills to each job(s)
  - ⇒ A chronological résumé can leave off this section
  - Functional résumés are no longer preferred
- ↔ Do not need more than 10 skills listed
  - √ The way this section was set up is:
  - √ "Layout" – top menu bar
  - √ "Columns" – scroll to "More Columns"
  - √ "Number of Columns" – 2 to 3 only
  - √ "Apply to" – "This Section"

## Experience (The eye is drawn to the center of page)

Business Name

Job Title – City, ST

Month Year to Month Year

- There are many different ways to complete this section; this in one successful way
- The layout of the dates needs to be month spelled out and year
- You can right align the date by using the "right tab" in the top left corner; it looks like ⇒ 
- If you choose, you can add a section underneath the Business Name explaining what the business did. One sentence works

Business Name – City, ST

Total Month Year to Month Year

Job Title (Month Year to Month Year)

- A new employment experience, can also be formatted this way
- *Italics* or **bold** for Job titles, dates, and business names, but use wisely, too much can lead to distraction
- Please, do not just place job duties in this area, but also list accomplishments


Second Job Title (Month Year to Month Year)

- If an offender has a second job title or was promoted, it gets a separate description
- Applicant tracking systems (ATS) will not read the second job if it is not on a different line
- Also, above the second title put the business name, but color it white, ATS will then read it as separate

Job Title

Month Year to Month Year

Business Name – City, ST

- Also, do not hit "enter" between sections use the "Line and Paragraph Spacing"
- Looks like ⇒ 
- This provides a cleaner look. ATS will not read the spaces like this

## Education (Underline using borders)

School Name

Degree – City, ST

Attended Month Year to Month Year or Graduation Year

This area needs to be formatted the same as experience. You can include major and relevant courses to the employment the person is seeking and GPA if known or above 3.5. Lastly GED or HS diploma achieved outside of two years is not relevant to an employer on a résumé and saves résumé real estate. 😊

**Be creative; by no means is this a directive, but more of a guide! Google search "résumé examples pictures." Find out what fits the client's or your style.**

## Functional Résumé Model

### YOUR NAME

Street Address  
City, State Zip  
Area code/phone number  
E-mail address  
LinkedIn Profile

### PROFILE

2-3 sentences (or several bullets) highlighting skills, strengths, and personality traits relevant to the position for which you are applying. Tailor your profile specifically to the job. This is your personal marketing/branding statement and is the first thing the recruiter will read about you—so make it count!

### EDUCATION

**NAME OF UNIVERSITY**, City, State  
Degree(s), Major(s) and Minor(s), Date of graduation  
Overall GPA/Major GPA (optional)  
Study Abroad Programs, Academic Honors

### RELEVANT (or RELATED) SKILLS

<b>Name of Skill</b>	Accomplishments that illustrates or documents the skill (such as Leadership, Communication, Analytical)
<b>Name of Skill</b>	Accomplishments that illustrates or documents the skill (such as Management, Interpersonal, Organizational)
<b>Name of Skill</b>	Accomplishments that illustrates or documents the skill (such as Training, Time Management, Technical)

### ACTIVITIES

- Awards, scholarships, merits, etc. and dates received
- Extracurricular activities, club memberships, group affiliations, volunteer work that support your objective along with applicable dates

### EMPLOYMENT

<b>Most Recent Job Title</b> , Name of employer, City, State	Dates employed
<b>Next Job Title</b> (Before most recent), Name of employer, City, State	Dates employed
<b>Next Job Title</b> , Name of employer, City, State	Dates employed
<b>Least Recent Job Title</b> , Name of Employer, City, State	Dates employed

**FUNCTIONAL/SKILLS** style emphasizes skills areas. It is more helpful for people who are changing careers, re-entering the job market, applying for positions for which their training and/or experience does not directly qualify, or whose background does not emphasize their abilities for the job. The skill categories should be rank ordered to support the career objective.  
*More resume examples are available online at [www.baylor.edu/CPD](http://www.baylor.edu/CPD).*

## Functional Résumé Sample

### ROBERT BAYLOR

1 Bear Place, Waco, Texas 76798  
(254) 710-3771 • [Robert\\_Baylor@baylor.edu](mailto:Robert_Baylor@baylor.edu)  
[www.linkedin.com/in/robert\\_baylor](http://www.linkedin.com/in/robert_baylor)

### PROFILE

Highly personable customer service professional with more than three years of experience in sales, merchandising, and customer satisfaction within the retail sales industry. Talent for identifying customer needs and presenting appropriate company product and service offerings. Demonstrated ability to gain customer trust and provide exceptional follow-up, leading to increased repeat and referral business.

### EDUCATION

**BAYLOR UNIVERSITY**, Waco, TX  
Bachelor of Arts, May 2018 - Major GPA: 3.1/4.0  
Major: Religion - Minor: History

### SKILLS

- |                        |  |
|------------------------|--|
| <b>Communication</b>   | - Able to communicate in speaking and writing -- clearly, concisely, and effectively<br>- Delivered informational and persuasive speeches to 30 students<br>- Resolved customer questions or complaints quickly and respectfully |
| <b>Human Resources</b> | - Supported directors during corporate downsizing of 2000 employees<br>- Assisted in communications for 29 closing stores<br>- Handled employee relations and severance packages   |
| <b>Leadership</b>      | - Served as president of fraternity<br>- Coordinated sorority's community service as service chairman<br>- Assisted store manager in orienting and assigning new employees   |

### WORKEXPERIENCE

**JC Penney Co.**, Waco, TX - Sales Associate (January 2014-present)  
**Payless Cashways, Inc.**, Kansas City, MO - Clerk (Summers 2011-2013)  
**Dillard's**, Kansas City, MO - Sales Assistant (May 2011-August 2011)

### ACTIVITIES AND HONORS

Steppin' Out, Baylor University

- Elected to steering committee for nation's largest annual community service project
- Managed more than 3,000 volunteers at 80 plus worksites

Baylor Mentoring Program  
Payless Cashways, Inc. Citizens' Scholarship (2015)  
University of Kansas Crowell Book Award (Summer 2014)

### ADDITIONAL INFORMATION

Financed 85% of college education through employment and loans  
Have traveled extensively throughout U.S. and Europe  
Fluent in Spanish

## Chronological Résumé Model

### YOUR NAME

Street Address City, State Zip  
 Area code/phone number  
 Email address  
 LinkedIn Profile

#### PROFILE

2-3 sentences (or several bullets) highlighting skills, strengths, and personality traits relevant to the position for which you are applying. Tailor your profile specifically to the job. This is your personal marketing/branding statement and is the first thing the recruiter will read about you—so make it count!

#### EDUCATION

NAME OF UNIVERSITY, City, State  
 Degree(s), Major(s) and Minor(s), Date of graduation  
 Overall GPA/Major GPA (optional)

#### RELEVANT EXPERIENCE

- Internship or co-op experience
- Student teaching experience
- Volunteer or part-time experience that relates to your career field

#### WORK EXPERIENCE

**Most Recent Job Title** DATES EMPLOYED

Name of employer, City, State

- What you did, duties performed, responsibilities, accomplishments

**Next Job Title (Before most recent)** DATES EMPLOYED

Name of employer, City, State

- What you did, duties performed, responsibilities, accomplishments

**Next Job Title** DATES EMPLOYED

Name of employer, City, State

- What you did, duties performed, responsibilities, accomplishments

#### SKILLS

- List any skills, qualifications, or strengths gained through employment, coursework, or volunteer experience that are relevant to the job
- Give specific examples of a time you demonstrated the skill if possible

#### ACTIVITIES AND HONORS

- Awards, scholarships, merits, etc. and dates received
- Extracurricular activities, club memberships, group affiliations, volunteer work that support your objective along with applicable dates

#### Other Categories for Your Resume

Computer Skills	Professional Skills and/or Qualifications	Relevant Coursework
Academic Projects	Licenses & Certifications	Memberships
Foreign Languages	Foreign Travel Experience	Achievements

**CHRONOLOGICAL** style is used for an individual who is staying in the same field, has training and/or experience consistent with the career objective, has relevant job titles, or is applying for a job in a highly traditional field. This style is the most effective for the majority of new college graduates. More resume examples are available online at [www.baylor.edu/CPD](http://www.baylor.edu/CPD).

## Chronological Résumé Sample

### ROBERTA BAYLOR

123 Bear Place, Waco, Texas 76798  
 (254) 710-3771 • [Roberta\\_Baylor@baylor.edu](mailto:Roberta_Baylor@baylor.edu)  
[www.linkedin.com/in/roberta\\_baylor](http://www.linkedin.com/in/roberta_baylor)

#### PROFILE

Highly personable customer service professional with more than three years of experience in sales, merchandising, and customer satisfaction within the retail sales industry. Talent for identifying customer needs and presenting appropriate company product and service offerings. Demonstrated ability to gain customer trust and provide exceptional follow-up, leading to increased repeat and referral business.

#### EDUCATION

**BAYLOR UNIVERSITY**, Waco, TX  
 Bachelor of Arts, May 2018 - Overall GPA: 3.3/4.0  
 Major: International Studies - Minor: Spanish

#### WORK EXPERIENCE

**Sales Representative** January 2014 - Present

*JC Penney Co.* - Waco, TX

- Assist customers with merchandise selections and exchanges
- Create merchandise displays
- Monitor inventory levels

#### Personnel Assistant

Summers 2011, 2012, 2013

*Payless Cashways, INC.* - Kansas City, MO

- Worked in Human Resources area during corporate downsizing of 2000 employees
- Assisted in communications for 18 closing stores
- Handled employee relations and severance packages
- Gained working knowledge of Human Resources, Accounts Receivable, Communications, Treasury, Risk Management, Safety, and Claims

#### RELEVANT SKILLS

##### Communication

- Participated in a class project analyzing trends in management industry
- Planned and implemented marketing strategy for a local manufacturer
- Conducted orientation and training sessions for pledges

##### Leadership

- Organized pre-practice drills for teammates
- Led group members in preparing for class presentations
- Coordinated charity drive for the Darby Days fund raiser

#### ACTIVITIES AND HONORS

Steppin' Out, Baylor University

- Elected to steering committee for nation's largest annual community service project
- Managed more than 3,000 volunteers at 80 plus worksites

Baylor Mentoring Program

Payless Cashways, Inc. Citizens' Scholarship, 2015

University of Kansas Crowell Book Award, Summer 2014