THE RESUME

The resume is a concise, well-developed document that highlights an individual's experiences, skills, education and achievements. It is most commonly used to secure an interview for employment. The resume may also be used when applying for scholarships, graduate or professional school, or memberships into professional organizations.

TYPES	DESCRIPTION	WHEN TO USE	GUIDELINES
COMBINATION	Combines both the functional and traditional style resume. Includes an experience section and a work history	Helps to minimize pages by not repeating the same tasks performed in various positions	• Do not falsify any information. • Omit personal information (i.e., age, date of birth, marital status, religious or political affiliations, race, Social Security number, or citizenship). • Keep to one page—two if there is considerable RELATED experience. • Avoid table formatted templates. • Use the same font style (Times New Roman, Arial, or Calibri) and font size (10, 11 or 12) throughout the document. • Margins should be one inch but no less than one-half inch (.5). • Use a maximum of four bullets or paragraph lines per position description, if possible. • Utilize a professional email address and voicemail message. • Avoid using personal pronouns (I, me, my). • Education section should include the name of the institution (not high school), city/state, type of degree, major, grade point average, and anticipated graduation date. • When listing experience or activities, list the most important information first. • For employment positions, include the job title, employer name, city/state and dates of employment. • Separate co-op or internships from other work experience for emphasis. • Use action/power verbs and industry terminology. • Write current information in present tense and past in past tense. • Do not list references on the resume. • Create several versions of the resume when targeting different position types. • Have the resume critiqued by a professional.
FEDERAL	Includes information that is not usually featured on other resumes (i.e., Social Security number, salary, employer address, and supervisor's name and contact number).	Must be used when applying for positions with the federal government.	
FUNCTIONAL	Focuses on grouping job-related functions into specific experiences or categories such as leadership, management, research, projects, budgeting, human resources, computer	Choose this version to take the focus away from employment gaps; combine similar functions performed in various jobs or to easily show related experience. Positions are listed as a work history without the functions listed for each.	
NON-TRADITIONAL	Includes visual items that are not customarily featured on a resume such as photos, graphics, charts, images or symbols	May be used by an individual applying for positions which require creative expression such as modeling, acting, graphic design, paint artist, or designer.	
PLAIN TEXT	Basic text style resume with no formatting elements such as indentions, bold, underlining, all/small caps, italicizing, centering or bullets. All text is left flush.	Used when requested by the employer because of the type of computer system used to collect and/or scan resumes. Helps to minimize changes in formatting, verbiage or misreads of transferred data.	
TARGETED	Customizes information on the resume to a specific position. Does not include other nonrelated experiences, positions, and/or activities.	When qualifications match those sought for the position; minimizes an extensive work history in various disciplines	
TRADITIONAL (Chronological)	Positions held are listed in reverse chronological order with the most recent position listed first. Each position contains a description of tasks performed.	Most commonly used format. Great for minimal experience or few employers. Use when it is necessary to show experience doing a task (may be required for salary determination with some state/local government positions).	

CATEGORIES MAY INCLUDE: objective, profile, summary of qualifications, career highlights, education, courses, certifications, projects, research, study abroad, field/clinical/laboratory/military/co-op/internship/volunteer experience, equipment used, skills, work history, employment, related experience, leadership, activities, honors, awards, achievements, professional development, training, presentations, memberships, organizations, conferences, languages, computer knowledge, technical skills, conferences, publications, and references (available upon request). This list is not inclusive of all categories.