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Home

Home > My courses > OJT/Practicum 2 > O5 Writing A Resume > Lesson Proper for Week 5

Lesson Proper for Week 5

What is a Resume?

A resume is a summary of your work history, skills, and education. A resume is different than a curriculum vitae — more commonly called a CV. A CV is a complete look at your career, covering every aspect of your education, work and experience without the restriction of length. But a resume is a summary of those experiences and skills, and typically covers only 10 years' worth of employment. Unlike a CV, a resume should be tweaked and edited for each specific job for which you apply, and it should be just one or two pages long.

A resume is the most requested document in any job search — followed by the cover letter, of course. In fact, recruiters scrutinize job candidates' resumes more closely than their cover letters. So let's move on to how to structure it right.

Common Types of Resumes

- **Chronological Resume:** A chronological resume is the format that you're probably the most familiar with — this is the type of resume that focuses on your recent work history above all. List your positions in reverse chronological order, with the most recent positions at the top and the oldest ones at the bottom. Ultimately, the goal is to show how your positions leading up to this point have perfectly prepared you for the role you're applying to.
- **Functional Resume:** A functional resume, on the other hand, emphasizes the relevance of your experience. To create a functional resume, you'll prominently feature your professional summary, your skills and a work experience section organized by how closely the positions relate to the one you're applying to. This format is best for those who want to minimize resume gaps, or are transitioning into a new industry.

- **Combination Resume:** As you might be able to guess, a combination resume borrows from both of the aforementioned formats. You'll combine the professional summary and skills section of a functional resume with the work experience section of a chronological resume. This format is a powerful way to stand out to recruiters by emphasizing both your experience and skills, and is useful for many different types of job seekers.

Structure of a Resume

- **Header & Contact Info:** At the top of your resume, always include a header containing your name. Your contact info (typically your phone number, personal email address and sometimes links to social profiles or personal websites) should be close by as well. After all, you don't want there to be any confusion over who the resume belongs to, or make it difficult for recruiters or hiring managers to reach out to you. However, you may want to avoid putting your contact info in the header or footer of the document itself — the headers and footers can sometimes be overlooked by the software that scans your resume.
- **Professional Summary:** The professional summary is a brief, one- to three-sentence section featured prominently on your resume that succinctly describes who you are, what you do and why you're perfect for the job. In contrast with the largely out-of-date objective statement — a line that describes the type of career opportunity you're looking for — professional summaries aren't about what you want. Instead, they're focused on the value you could bring to a potential employer. It's worth noting that a professional summary isn't an absolute must-have — if your resume is missing one, it probably won't be a deal breaker — but it can be a nice way to give time-pressed recruiters and hiring managers a quick, high-level overview of why you're the right person for the job.
- **Skills:** Once relegated to the bottom of resumes as an afterthought, the skills section has become more and more important as recruiters and hiring managers increasingly look for candidates with specialized backgrounds. Rather than making the folks reading your resume hunt through your bullet points to find your skills, it's best to clearly list them. If they see right away that you have the ability to get the job done, they're much more likely to take your resume seriously.
- **Work Experience:** This critical section of a resume is where you detail your work history in a consistent and compelling format. The Work Experience section should include company names, locations, employment dates, roles and titles you held and most importantly, bullet points containing action verbs and data points that detail the relevant accomplishments of each position. This portion is essential for recruiters and hiring managers, who look to absorb information about your career experiences and connect your skills to what they're looking for in a potential hire. Recruiters are often flooded with resume submissions and have to carefully source and identify quality candidates in a crowded pack — so make sure your work experience stands out.
- **Education:** Since many jobs require a certain level of education, it's important to mention your academic credentials on your resume. However, this section shouldn't take up too much space. In most cases, simply listing where you went to school, when you attended and what degree you attained will be sufficient.

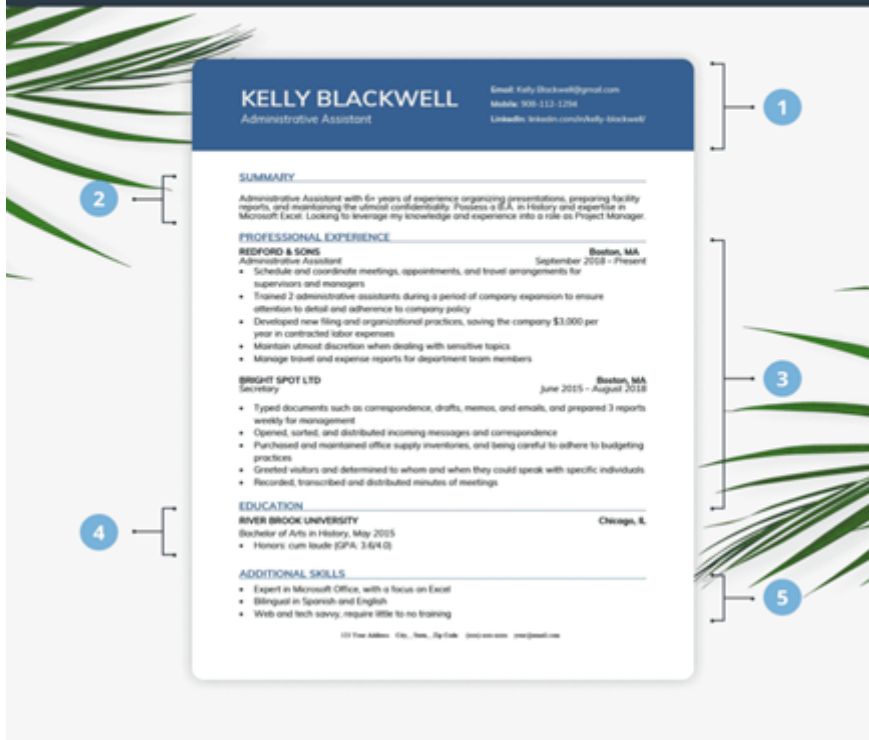
Additional Experience: An optional, but potentially very valuable, addition to your resume is Additional Experience. This is a catch-all section at the tail end of your resume that allows you to highlight volunteer experience, awards and hobbies. Again, it shouldn't be too long — you don't want it to detract from your skills or work experience — but it can be a good way to provide a better-rounded picture of who you are.

Guides on writing a resume:

1. Choose the best resume format
2. List your contact information
3. Write a winning resume introduction
4. Highlight your relevant work experience
5. Create a clear education section
6. Add relevant skills for the job
7. Tie in key certifications, awards, & honors
8. Pick the ideal resume layout
9. Write a matching cover letter
10. Proofread your resume

How to Write a Resume

Your resume needs (at least) these five key sections to help hiring managers evaluate your application.



1 Contact information

Add your name (in larger font), and contact details (email and phone number).

2 Resume summary

Highlight your greatest successes as an employee, and focus on the value you can bring to a company.

3 Work experience

List your relevant jobs, with the most recent at the top. Outline your responsibilities and achievements under each job title.

4 Education

Include your highest degree, school name and location, field of study, and graduation date.

5 Skills

List your most relevant job skills. And if the job listing mentions skills you have, be sure to include them.



1. Choose the most suitable format.

Before you start writing anything, the first step is to decide on the right format for your resume. There are three basic resume formats used by job seekers today: reverse-chronological, functional, and combination. Each format has advantages and disadvantages based on how the resume sections are arranged:

• Chronological Resume Format

A chronological resume is the most popular format, and is appropriate for nearly all job seekers. It lists your work history in order of when you held each position, with your most recent job listed toward the top of the page.

• Functional Resume Format

A functional resume focuses on your skills rather than your chronological work history, and is mostly used by people who are changing careers or trying to de-emphasize a gap in their employment. The biggest feature of a functional resume is that it groups your experience under skill categories instead of job titles.

• Combination Resume Format

A combination resume mixes elements of both a functional and chronological resume. Combination resumes are typically used by experienced candidates with extensive, specialized skill sets. This resume format features a chronological work history section along with a highly detailed skills section.

Why choose the chronological format?

For most new and mid-level professionals, the chronological format is the perfect way to showcase a blossoming career.

Additional Skills

Highlight only your most relevant hard and soft skills. In a chronological resume, this section is meant to complement your work experience, not overwhelm it.

Resume Introduction

Begin with a resume introduction tailored for each company you apply to. In the chronological format, keep it short to emphasize your work experience.

Work Experience

List your work experience from newest to oldest (hence the name of this format). The chronological format only works if you don't have large work gaps.

CHRONOLOGICAL RESUME

(Bartender Example)

CONTACT

(123) 456-7895
CarolineW@gmail.com
45 Winfield Dr.
Washington, D.C. 90764
LinkedIn.com/carolinew

RESUME OBJECTIVE

Lead Bartender with 4+ years of experience in cocktail preparation and creation, and a bartending license certified by the District of Columbia. Possess a deep knowledge of local craft beers, wine, spirits, and cocktails, as well as their optimal food pairings. Seeking to leverage my bartending skills to fulfill the Head Bartender position at your restaurant.

EDUCATION

2014 - 2016
A.A. BARTENDING
Professional Bartending School, Washington, D.C.

2010 - 2014
ADVANCED DIPLOMA
ST. JOHNS HIGH SCHOOL,
Washington, D.C.

KEY SKILLS

Cocktail Preparation
Customer Relations
Spanish
POS Systems
Exceptional Memory
Menu Creation

AWARDS

March 2017
EMPLOYEE OF THE MONTH
Gilly's Sports Bar,
Washington, D.C.

PROFESSIONAL EXPERIENCE

2017 - 2020
LEAD BARTENDER
Gilly's Sports Bar, Washington, D.C.

- Introduced a "Cocktail of the Month" promotion to our menu that was well received by customers and increased monthly sales
- Trained 3 brand new bartenders on all aspects of the job from drink preparation and knowledge to building valuable customer relationships and upselling techniques
- Reduced inventory losses by 10% by managing our beverage inventory with innovative beverage management software

2014 - 2017
BARTENDER
Capital Bar & Grill, Washington, D.C.

- Engaged in small talk and jokes with clientele in order to build rapport and ensure that they became repeat customers
- Took food orders from guests at the bar and recommended beverage pairings to go with their meals, which boosted spending by an average of \$10 per customer
- Memorized over a 100 cocktail recipes and drink variations

The *reverse chronological* format is the best choice for the vast majority of job seekers. Most employers are used to seeing chronological resumes, and it's considered the standard format for job seekers in every industry.

However, just because the chronological format is the most common does not mean its ideal for everyone. If you're switching careers, a highly trained specialist in your field, or trying to downplay a gap in employment, you may be better off using the less traditional functional or combination resume formats.

2. Arrange your contact information.

Now that you know the format you're going to use, it's time to start your resume. First thing's first, employers need to know who you are and how to contact you.

List the following contact details in your resume header at the top of the page:

- Name (largest font on the page, middle initial is optional)
- Telephone number (check that you have an appropriate voicemail message)
- Email address (make sure it's appropriate, don't use your happyypanda45@gmail.com account)
- Link to online portfolio (optional, include if relevant)
- LinkedIn profile (make sure your LinkedIn summary is up to date)
- Traditionally, you would also include your mailing address on your resume. However, this is no longer mandatory because most job applications are sent via email.

KELLY SMITH
System Administrator

Phone: (212) 256-1414
Email: kelly.smith@gmail.com
LinkedIn: <https://www.linkedin.com/in/kelly-smith>

◀ Preliminary Activity for Week 5

Jump to...



Analysis, Application, and Exploration for Week 5 ▶



Navigation

Home



Dashboard

Site pages

My courses

Capstone Project 2

Network Defense and Remote Access Configuration

OJT/Practicum 2

Participants

General

01 Career Planning

02 Career Path And Development


03 Career Mobility And Stages


04 Guide To Getting A Job


05 Writing A Resume

 Preliminary Activity for Week 5

 **Lesson Proper for Week 5**

 Analysis, Application, and Exploration for Week 5

 Generalization for Week 5

 Evaluation for Week 5

 Assignment for Week 5

Seminars and Tours

Courses

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Activities

 Assignments

 Forums

 Quizzes

 Resources

