

Types of Résumés

Chronological – Chronological listing of jobs with most recent mentioned first.

Functional – Highlights skills, talents, achievements and experience as they relate to the type of employment you seek rather than emphasizing work history.

Combination – Focuses on skills and abilities as well as work history.

Your Name

Address ● City, State, Zip Code ● Phone Number ● Email Address

Personal Profile (Enter academic achievements, career goals, etc.)

-
-
-

Education

School Name – School City, State

Degree expected, degree expected date

-
-

Experience

Professional Experience

Company name, dates of employment

Job description, responsibilities and accomplishments

-
-

Internship

Company name, dates of employment

Job description, responsibilities and accomplishments

-
-

Volunteer Experience

Company name, dates of volunteer service

Service description, responsibilities and accomplishments

-
-

Activities (List sports, clubs, etc. as well as dates of involvement)

-
-
-

Your First Call for Help! Tu Primera Llamada Para Ayuda! **Premye Apel Pou Ede!** Sua Primeira Chamada Para Ajuda!

Dial 2-1-1

Marque 2-1-1

Rele 2-1-1

Ligue 2-1-1