
Resume Styles

Functional Resume Style

This style is one of the most commonly used resume styles, and it works well for people who have had internships or cooperative experiences. This type of resume highlights previous work experience that has given you background experience for the job you are seeking. You might want to try listing the company name first if you have worked for a particularly prestigious company. Otherwise, listing the title first gives the employer a good sense of your work progress and duties. However, you should be consistent in using either title first or company first. You can also skip any jobs that do not apply, and you do not have to put the jobs in chronological order. It usually looks best to list the most important or impressive job first, and work downward in importance regardless of the dates of employment.

Example:

Kevin Dolan

1965 E 250 N

Lebanon, IN 46052

(317) 325-2519

Employment Objective

A summer position that would utilize my experience in program development and human relations

Education

Purdue University, West Lafayette, IN

Bachelor of Science in General Management, May 1995

Bachelor of Arts in Sociology, May 1994

GPA (6.0 scale): Management - 5.8 Sociology - 5.5

Overall - 5.6

Distinguished Student Program

Experience

President, Purdue Grand Prix Foundation, May 1993-May 1994

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- Coordinated work and activities for 175 students
- Set up and managed \$3,000,000 budget
- Oversaw planning of 15 major events involving over 17,000 students and 6,000 non-students

- Designed statewide publicity program utilizing alumni representatives of five major corporations
- Raised over \$50,000 for individual and general scholarships

Assistant Chair, Purdue Grand Prix Foundation, June 1992-May 1993

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- Secured over \$2,000 in donations
- Allocated fuel for cart crews

Chair, Purdue Boiler Bouts Association, May-October 1993

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- Organized fraternity boxing matches to raise money for charity
- Raised over \$2,700 for Boys' Club and United Way Fund

#### Additional Activities

FSBIT Advisory Board  
Student Alumni Coalition  
President's Council

#### References

Available Upon Request

## Skills Resume Style

The skills style is well suited to students who have gained valuable experience through a number of unrelated jobs and courses. This format is also appropriate for people who are making a significant change in careers. It emphasizes what you can do, not where you have worked. Applicable skills can be established through any activities that you feel will demonstrate your qualifications: courses, work, volunteer activities, personal life, and so forth. For example, if you talked to customers as you waited on them at McDonald's, investigated shipper's complaints or problems at a household moving company; and gave presentations in a psychology course, you have demonstrated communications skills. However, try to match your skills to the position you are applying for. If you are applying for a Customer Service Representative position, you might list the McDonald's and the moving company activities under a heading called Customer Service Skills.

## Jennifer Iannucilli

Permanent Address (after 5-92)

1010 Thrush Lane  
Mt Pleasant, SC 29083  
(812) 555-1212

Current Address (before 5-92)

241 Sheetz St.  
West Lafayette, IN 47907  
(317) 555-6789

### Professional Goal

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A career in personnel management that would involve coordinating and training skills

Education

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Purdue University: expected graduation, May 1998

Bachelor of Arts in Public Relations

Minor: General Management

GPA (4.0 scale) Major 3.8 Minor 3.9 Overall 3.7

Major Related Courses

Personnel Management, Interviewing, Labor Relations, Industrial Psychology, Organizational Psychology, Business Law, Marketing

### Skills

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Coordinating

- planned and organized campaign for Grand Prix Queen

candidate

- assisted in planning and organizing a sorority rush program

- supervised dining room preparation at the Sheraton Plaza

- developed and presented peer counseling seminar for the American Personal Guidance Convention, Washington DC,

1994

Training

- supervised the implementation of peer counseling programs in St. Louis high schools

- instructed other employees in proper food and beverage services

- tutored students in College Algebra and Marketing courses

Work Experience (paid for 100% of college expenses)

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Waitress, Sagamore Room, Purdue Memorial Union, 8/94 to present

Salesperson, University Book Store, Purdue University, 7/95 to 8/97

References

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Available upon request

Chronological Resume Style

This style of organization is very conservative, and it is most useful for people who have work experience in positions which are closely related to their desired employment. This style is also most suited to people who have not had long periods of unemployment time between jobs. This format starts with the present, or most recent, job and progresses back in time.

Example:

David Allan Taylor

Home Address:
230 South Chauncey Street
West Lafayette, IN 47906
(765) 743-4907

Work Address:
1021 Melrose Drive
Anderson, IN 46011
(765) 642-7029

Career Objective

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A career in landscape design with emphasis on housing and real estate development

## Education

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Purdue University

Bachelor of Science in Landscape Architecture

Candidate May 1994

Grade Point Average 5.46 on 6.00 scale

Work Experience

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Selig Landscaping, Box 324 St. Rd 36, Indianapolis, IN

May 1993 - August 1993

- Drafted planting designs for commercial and residential projects
- Figured cost estimates for subcontractor bidding
- Installed landscape designs and plant materials

Philip L. Strock Residence, 1018 N Madison Ave, Anderson, IN

May 1992 - August 1992

- Drafted residential planting designs
- Installed landscape plans

Indianapolis Museum of Art, 1200 W 38th St., Indianapolis, IN

May 1991 - August 1991

- Maintained the landscape of the Lily Mansion and Art Museum
- Worked in turf maintenance, tree pruning, and shrub care

TGZ Interiors, 21 E 23rd St., Anderson, IN

Summer 1990, 1989, 1988

- Waited on clients
- Received and priced inventory

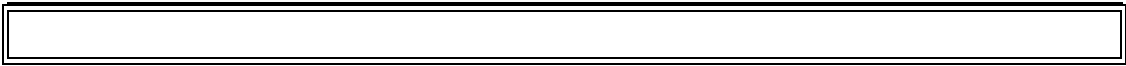
## Honors and Activities

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Sigma Lambda Alpha - Landscape Architecture Honorary

Pi Alpha Xi - Horticulture Honorary

Dean's List - Fall 1991, Fall 1992, Spring 1993



Imaginative Resume Style

This style is most effective for people who are seeking employment in a field which demands creativity and individuality, such as graphic design, creative writing, or landscape architecture. Some employers, however, prefer a more conservative resume style. You should research your companies thoroughly to see if they are open to creative resumes. This type of resume acts like a mini-portfolio item because it demonstrates a combination of layout, graphics, text integration, and audience selection. These resumes can be extremely impressive if they are well-designed.

The use of color graphics is usually applicable, but the cost of duplicating and printing color resumes is sometimes a problem. Color graphics were not feasible for this example, so a black and white image was designed for it.

Applicant

Kim Ballard

115-4-Marshall Drive
West Lafayette, IN 47906
(765) 743-2806

Career Goals

A graphic design position in a fast-paced design firm which
requires both traditional and computer
assisted graphic processes

Education

BS in Graphic Design
May 1987
AS in Technical Graphics
August 1986

Professional Experience

Senior Art Director

Signs-R-Us
120 W. Main St.
Lafayette, IN 47906
May 1985 to Present

Designer

Point Blank
1106 S. Elm St.
Delphi, IN 46087
June 1984 to March 1985

Art Assistant

Powell Design
2110 E. Park Dr.
Lebanon, IN 46052
December 1982 to April 1984

***References and Portfolio Available
Upon Request***
