



Creating Resumes

Techno Functional Soft Skills

In this module, you will focus on different types of resumes and how to write resumes when you have limited work experience.

What you will learn



At the core of the lesson

You will learn how to do the following:

- Describe a resume.
- Distinguish between different types of resumes.
- Write a resume.

A resume is a brief summary of your skills and experiences.

A summary statement is a short description of who you are, your ambition or goals, your skills, and your accomplishments.

Resume: Definition

What is a resume?

- A resume is a brief summary of your skills and experiences.
- Its purpose is to summarize your skills, abilities, and accomplishments to gain the interest of potential employers and get you interviews.
- The difference between a curriculum vitae (CV) and a resume is that a CV is a more extended overview of your job experiences and education.

Resume: Types

Main types

Most resumes fall into one of these four categories:

- **Chronological**
 - A resume that lists your work history in chronological order
- **Functional**
 - A resume that focuses on your skills and experience
- **Targeted**
 - A resume that is customized for each employer
- **Combination**
 - A resume that combines the features of a functional resume and a chronological resume

Resumes generally belong to one of these four main categories:

- **Chronological:** In this type of resume, you describe your work history in chronological order starting with your current position.
- **Functional:** In this type of resume, you focus on your skills and your experience instead of your work history. Thus, in a functional resume, you emphasize your capabilities.
- **Targeted:** A targeted resume is a resume that is customized for each potential employer. It often mirrors the requirements that the employer listed in the job description.
- **Combination:** This resume is a combination of a functional and chronological resume. It outlines your skills and relates them to your work history.

Resume: Addressing limited work experience

Tips for writing a resume when your work experience is limited

- Include a **summary statement** at the beginning of a resume. It is a short description of the following information:
 - Who you are
 - Your ambition or goals
 - Your key skills
 - Your accomplishments
- Add volunteer work.

Resume: Addressing military experience

Tips for writing a resume when you have military experience

- If the military service is relevant to the job that you are applying for, list the specific roles in the experience section of the resume. Describe the roles in civilian terms.
- You also can use military experience to illustrate your leadership skills.



Thank you



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Thank you for completing this module.