

Creating a Resume

Resumes are important because most colleges and jobs will often ask for a resume to see if they have the experience required. They highlight your skills, education, and work experience, and shows who you are professionally. Below are three types of resumes and their standard formats.

Chronological Resume & Format

- Focuses on your work experience, listed in reverse order by starting with your most recent job & working backwards
- Emphasizes what you learned during jobs, volunteering, or while participating in some other professional opportunity

Summary

Relevant Experience

Education

Skills

Summary

Skills

Relevant Experience

Education

Functional Resume & Format

- Focuses on important skills & strengths rather than experience
- Plays down inexperience or inconsistent jobs or other professional opportunities

Combination Resume & Format

- Combines the chronological and functional resumes
- Emphasizes your strengths, skills, and experiences
- Allows room to include additional activities and round out your professionalism

Skills

Education

Relevant Experience

Additional Skills & Activities

Resume Tips



Formatting your resume is key. Below is the standard format of a resume, but there are other resume formats you can use, which can be found on Canva, in the Google Drive templates, and Indeed.

- Put your full name and contact info at the top in size 20-24 font.
- Use a serif font in size 12-14 for the rest of the resume.
- Put your key information in the top 1/3 of the page.
- Don't use "I" when describing your experiences & be brief.

Keep it concise and use key words. For instance, use words that you'd use naturally from a job description you're applying for so the employer will make a positive connection.

Use unique action verbs to show off your skills. Instead of saying you worked in the retail department, say you assisted guests in finding the products they wanted. But make it sure it still sounds natural to you.

Focus on depth and the length of your commitment. Colleges and employers are interested in loyalty and someone who really learns from their experiences.

Highlight both hard and soft skills. Having the ability to physically do something is just as important as having a good work ethic and time management skills.