

## [RESUME OUTLINES]

There are three commonly used types of resumes. A brief description and outline for each type follow:

### A. Chronological

Starts with your present or most recent position and works backward. The chronological resume is best used in situations where your current job or employer is the strongest in your history.

#### Outline

- I. Identifying Information
  - A. Name
  - B. Address
  - C. Appropriate phone number
- II. Work Experience
  - A. Most recent job
  - B. Next most recent, etc.
- III. Professional Societies or Affiliations
- IV. Education

### B. Targeted

Focuses attention on specific abilities and accomplishments in order to tailor resume to the kind of job you want.

#### Outline

- I. Identifying Information
  - A. Name
  - B. Address
  - C. Appropriate phone number
- II. Abilities
  - A. List abilities, skills
- III. Achievements
  - A. List major accomplishments during career
- IV. Work History
- V. Education

### C. Functional

De-emphasizes gaps or inconsistencies in past work history. Is

especially helpful when changing careers, entering or re-entering the job market.

### Outline

- I. Identifying Information
  - A. Name
  - B. Address
  - C. Appropriate phone number
- II. Experience
  - A. Area of experience
    1. Accomplishments
  - B. Area of experience
    2. AccomplishmentsEtc.
- III. Professional Societies or Affiliations
- IV. Education
- V. Work History