

RESUME FORMATS

In today's competitive job marketplace, the tried and true chronological or technically reverse chronological, resume is not always the best format for job seekers. Some recruiters indicate that they can tell within 2 to 3 seconds...yes, seconds...whether the candidate is qualified for a position. Look at your current resume while someone is timing 3 seconds and note what you see on your resume. Generally it is your objective and the next one or two lines in your text. Do those one or two lines support what you have stated as your objective? Below are descriptions of resume formats used today.

CHRONOLOGICAL/REVERSE CHRONOLOGICAL

The chronological or reverse chronological resume (one in the same) is probably the most commonly used format by recent graduates without a lot of job experience, or when your immediate past experience is directly related to the job you seek. Some employers request this standard resume format, executive search firms prefer this format, and it is required for all federal government job applications.

The resume begins with your most recent or current job and works backward through previous job experiences. This format highlights your current and past employers and positions and can be used to illustrate a history of progressively increased management responsibilities. Make sure you can account for all of your work history years in this format; if there are gaps, they will be very evident.

NOTE: This is always the format for all academic degrees listed on your resume. The degree which you earned most recently goes first, i.e. B.A.S. degree and then an A.S., degree, if relevant. When you earn an advanced degree, it will be listed before your undergraduate degree, i.e. M.B.A. then B.A.S.

FUNCTIONAL

The functional resume lists experience and accomplishments in functional areas pertaining to the potential job position without regard to dates. The resume can be arranged to highlight those areas that are most critical to the position and employer. Since this format limits information under your individual employment experiences, it is considered a questionable format by some.

This resume format is best used by a candidate who has been with the same company for an extended period of time, i.e. 10+ years, or in similar positions where degree of responsibility is the primary differentiator.

COMBINATION

Mingle the chronological format with the functional format and you get a combination resume. It generally contains a brief summary at the top of the page, i.e. career summary

or professional qualifications, emphasizing your strongest qualifications, assets, and knowledge. A short employment chronology is included in the next portion of the resume. Under each listed employer, you should make qualifiable or quantifiable statements that support your career summary or professional qualifications listed at the top of this format.

This format utilizes the best characteristics of both resume formats. It is used to accent your important accomplishments at the beginning of the resume while still supplying a history of your employers and positions. With this format, you can segment your employment history into relevancy and non-relevancy categories, i.e. Project Management Experience and Other Work Experience. However, you still want to make sure that there are no gaps in your employment history.

SCANNABLE FORMAT

An electronically scannable resume is specifically designed to be entered into a computerized database using an optical scanner or is good to cut and paste from when completing online application forms. More employers are utilizing computers with specialized software to scan the thousands of resumes that are submitted for every advertised position. Programs such as Resumix and iRecruitment search for keywords in the resume that are important to the specific position or employer. If your resume has a certain number or percentage of matches, your resume may be sent to an HR recruiter for a personal review.

A scannable resume's foundation is your presentation resume less formatting enhancements and outside a template format, i.e. no tables, bullets, forced returns, justification, etc. You can copy and paste your resume into an email or send it as an attachment, although many companies will not open attachments as viruses are passed that way. Converting your resume file into a universally readable format using ASCII or PDF makes it more "computer friendly."

- Scannable resume format is not visually pleasing to a person's eye, but highly pleasing to the computer's eye.
- Do not use a resume template! Use a blank Microsoft Word document and start at the top of the page and type your content onto the page.
- Do use capital letters, dashes, and typical punctuation marks.
- Do not use italics, vertical or horizontal lines, too much bolding, boxes, shading, and abbreviations such as "@ " and "%."
- Do not use highly stylized fonts such as Script or Chancery. Use a sans serif font, like Arial or Helvetica. These fonts do not have the small markings on the edge of each letter (like Times New Roman or Book Antiqua.)
- Left justify all text including initial contact information and category headings. No centering or right justification.
- Avoid two or three column text.
- Eliminate bullets and use dashes or asterisks.
- Use font sizes between 10 and 14 points. Do not go smaller than 10-point font.

- Omit parentheses around area codes in telephone numbers. Use dots such as 770.777.1234. If including two phone numbers, list each on a separate line.
- Scannable resumes may be more than one page; however, be concise and include important keywords found in the job description as well as used in the industry.
- Before emailing your resume to an employer, email a copy to yourself. Print it out. Clean it up and then send it to the employer.

Failing to conform to these points may cause words to become unreadable or be thrown around within the text. The more errors that occur during the scanning process, the more likely it is that your resume will end up with the “Cannot Scan” message, which means that it will end up in the black hole.

INTERNATIONAL RESUME/CV FORMATS

Depending on the country, culture, or region of the world in which you are seeking a position, a resume may or may not be appropriate. Oftentimes, overseas employers seek a CV or *Curriculum Vitae*. While the standard western versions of the resume are acceptable in many parts of the world, there are countries where lengthier and more thorough CVs are appropriate. CVs might include personal information, lifetime work experience, notation of all education including grammar school, etc.

RESUME RESOURCES

To assist you in developing your resume and/or CV, the following books are available in the Career Services Resource Library, as well as other online resources noted below.

Asher's Bible of Executive Resumes
Best Resumes for \$75,000+ Executive Jobs 2nd Ed.
Don't Send a Resume (book & tape)
Execume
Resumes In Cyberspace 2nd Ed.
Resumes! Resumes! Resumes!
Resumes That Knock Em' Dead
The Curriculum Vitae Handbook
The Federal Resume Guidebook 2nd Ed.
The Perfect Resume

Donald Asher
 William E. Montag
 Jeffrey J. Fox
 Gayle Oliver-Leonhardt
 Pat Criscito
 Editors of Career Press
 Martin Yate
 Rebecca Anthony
 Kathryn K Troutman
 Tom Jackson

<http://resume.monster.com>

http://www.jobweb.com/Resumes_Interviews/default.htm

<http://www.quintcareers.com/resres.html>

<http://www.collegejournal.com/jobhunting/resumeadvice/>

<http://msn.careerbuilder.com/custom/msn/careeradvice/category.aspx?categoryid=CL>

For assistance with your resume, contact the Career Services Office in Atlanta.