

Resume Styles

Chronological:

Presents your education, extracurricular activities, and work experiences with skills and achievements described in reverse chronological order under each category.

Advantages:

- Employers are comfortable with it - it is the most widely used of all the styles
- It is easy to write

Functional:

Organizes your skills and accomplishments into functional (job task) groupings that support your job objective, which should always be stated.

Advantages:

- It draws attention to what you've done rather than when or where you did it
- It allows you greater flexibility in presenting skills gained through personal experience or through low-paying or unpaid jobs
- It is useful for entry-level or reentry employees whose employment history is brief or scattered

Targeted:

Focuses on a specific position or job target, presenting your capabilities and accomplishments supporting this position eliminating all unrelated data. A job target or objective is required.

Advantages:

- It is very powerful because it is focused - you look like a natural for the position if you have done the necessary background research
- It allows you to project your abilities to do the job even if you don't have directly related experience
- It is easy to prepare a different version for each different position to which you apply

Combination:

Combination resume utilizes some of the aspects of the chronological and functional formats. It allows the writer more flexibility in organizing a resume.

Objective Statement vs. Profile Statement

The first few lines of your resume count. Just like an advertisement, the resume needs to hook the interest of the reader. Resumes are scanned and the reader spends about 30 seconds deciding whether your resume goes into the IN or the OUT pile.

It has long been thought that an objective statement is a necessary component of a resume. The objective statement is a brief, clear statement that outlines the type of employment one is seeking. It includes a position title, perhaps the name of the company to which one is applying or, at the very least, the type of industry. A well-written objective statement gives the prospective employer the sense that one has purpose and direction. A poorly written objective wastes space.

A profile or summary statement has a different focus. Instead of the objective statement "This is what I want" perspective, the profile says, "This is what I have to offer you." A profile/summary statement would detail three to five key strengths, experiences and interests that one has to offer the employer. It answers the question, "What can this candidate do for me?" This brief, well-written statement can be called: Profile, Summary, Strengths, Skills, or Highlights. If one chooses the profile statement, the cover letter accompanying one's resume must specify the position of interest, including job title and/or job number.

A comparison:

Job Objective: Desire technical editing position with supervisory responsibilities in an engineering firm.

Profile: Highly skilled technical writer with three years publishing experience. Knowledgeable in current web design technology. Experienced communicator and team player.

Sample Chronological Resume

GEORGE BLACKWELL
gblackwe@cou.edu

Campus Address (until 6/15/)

1234 Main Street, Room 10B
La Grande, OR 97850
(541) 962-9962

Home Address

25 Veronica Road
Newton, MA 02165
(617) 332-3426

SKILL • Successful fundraiser
SUMMARY: • Hands-on experience planning and executing projects and events
 • Strong interpersonal skills with training in conflict mediation
 • Proficient in Microsoft Word, Access and Excel

EDUCATION: Bachelor of Arts June 20--, Eastern Oregon University, La Grande, OR
Major in Psychology with a broad range of courses, including statistics, social psychology, organizational development, and economics
GPA: 3.2 in major
Melanie Cottle Award for best psychology project: A Marketing Plan to Attract More Applicants to the University

CAMPUS • Residence Hall Counselor, 1999 -2001; supervised and planned activities for 300 residents
ACTIVITIES: • Appointed to selection committee for Vice President of Student Affairs search, 2000
 • Area coordinator, Campus Fund Drive; raised \$18,000 after developing marketing strategy and training volunteers, 2000

WORK **MARKETING CONCEPTS, INC., Boston, MA**
EXPERIENCE: • Research Assistant, Summer 2001
 • Persuaded customers to respond to a 20-minute phone interview on home finance
 • Coded and tabulated research surveys
 • Drafted research report for management

HAGLAND'S DEPARTMENT STORE, Housewares Department, Newton, MA
Assistant Manager, Summer 2000
• Supervised and trained sales staff members
• Researched suppliers and introduced new line of disposable dinnerware
• Made suggestions to Merchandising Department about customer preferences

Salesperson, Summer 1999
• Recognized for tactful dealings with difficult customers
• Opened highest number of new charge accounts in one month

Earned 60% of college expenses through summer jobs and school-year employment as a pizza deliverer, cashier; worked 10-15 hours per week.

INTERESTS: Backpacked through Scotland and Wales, additional travel in: England, France, and Western U.S., roles in Gilbert & Sullivan productions.

Sample Functional Resume

GEORGE BLACKWELL

gblackwe@eou.edu

Campus address (until 6/15/)

1234 Main Street, Room 10B
La Grande, OR 97850
(541) 962-9962

Home Address

25 Veronica Road
Newton, MA 02165
(617) 332-3426

SUMMARY: Outgoing campus leader and successful fundraiser ready for the challenges of a full-time marketing position with an emphasis in market research and product planning.

EDUCATION: Bachelor of Arts expected June 20__ EASTERN OREGON UNIVERSITY, La Grande, OR
Major in Psychology with a broad range of courses, including statistics, social psychology, organizational development, and economics
GPA: 3.2 in major
Melanie Cottle Award for best psychology project

SALES AND CUSTOMER RELATIONS:

- Turned critical shoppers into satisfied customers
- Persuaded consumers to respond to a 20-minute interview to assess their home finance needs
- Opened highest number of new charge accounts in one month
- Induced cash-poor students to donate \$18,000 to charity

RESEARCH AND PLANNING:

- Drafted report for market research firm
- Developed a marketing and advertising plan for college admissions office; won award for project
- Helped students develop social and educational programs in residence hall
- Proficient in Microsoft Word, Excel & Access

LEADERSHIP/TIME MANAGEMENT:

- Maintained high grades while working 10-15 hours per week and being involved in campus activities
- Trained and supervised sales staff
- Organized fund-raising volunteers

WORK HISTORY: RESEARCH ASSISTANT, Marketing Concepts, Boston, MA., Summer 2001

ASSISTANT MANAGER, Hagland's Department Store, Housewares Department, Newton, MA
Summer 2000, Salesperson, Summer 1999

CAMPUS ACTIVITIES: Residence Hall Counselor; Vice President for Student Affairs selection committee; Area coordinator for campus fund drive

Sample Targeted Resume

GEORGE BLACKWELL

gblackwe@eou.edu

Campus address (until 6/15/)

1234 Main Street, Room 10B
La Grande, OR 97850
(541) 962-9962

Home Address

25 Veronica Road
Newton, MA 02165
(617) 332-3426

SUMMARY: Outgoing campus leader and successful fundraiser ready for the challenges of a full-time marketing position with an emphasis in market research and product planning.

EDUCATION: Bachelor of Arts expected June 20__
Major: Psychology
EASTERN OREGON UNIVERSITY, La Grande, OR 97850

CAPABILITIES:

- Research and analyze merchandising trends and consumer needs
- Develop services and products to expand customer base
- Supervise and train personnel
- Deal with difficult customers
- Develop marketing and advertising plans
- Apply statistical procedures to sales forecasting
- Understand consumer behavior through academic course work and practical experience
- Proficient in Microsoft Word, Excel & Access

ACHIEVEMENTS:

- Developed a marketing and advertising plan for University admissions office; won Melanie Cottle Award for best project in psychology
- Persuaded consumers to respond to a 20-minute interview to assess their home finance needs
- Opened highest number of new charge accounts in one month
- Induced cash-poor students to donate \$18,000 to charity
- Maintained 3.2 GPA in major while working 10-15 hours per week and being involved in campus activities and athletics
- Drafted report for market research firm

WORK HISTORY: RESEARCH ASSISTANT, Marketing Concepts Inc., Boston, MA, Summer 2001
ASSISTANT MANAGER, Hagland's Department Store, Housewares Department, Newton, MA
Summer 2000, Salesperson, Summer 1999

CAMPUS ACTIVITIES: Residence Hall Counselor; Vice President for Student Affairs selection committee; Area coordinator for campus fund drive

Combination Resume

Name
Address
Phone
E-mail Address

EDUCATION Bachelor of Science, Sociology, University of Oregon, Eugene, OR March 20__

SKILLS AND EXPERIENCE

PUBLIC RELATIONS Eugene/Springfield Convention and Visitors Bureau, Eugene, OR

- Stimulated interest in local area as a convention site through extensive research and personal contact
- Developed working knowledge of agency design, decision-making policies, selling strategies

Information and Tour Service, University of Oregon, Eugene.

- Hosted over 300 campus tours for prospective students and their parents
- Strengthened University relations with students and the general public by providing direction and assisting with problem solving

ORGANIZATION Research Assistant, Neuropsychology, University of Oregon, Eugene.

- Participated in mental health study to determine correlation between depression and life-style in people ages 50+
- Tabulated and graphed data from over 3000 questionnaires
- Coordinated schedules of 10 counselors in order to set up 60 interviews per week

Assistant Manager, Great Earth Vitamins, San Anselmo, CA

- Had full range of responsibility in small business operation which included:
- Bookkeeping, ordering, inventory, and supervising four employees
- Promoted to manager after three months as a result of demonstrated enthusiasm and motivation

COMMUNICATIONS Peer Advisor, Sociology Department, University of Oregon, Eugene

- Assisted over 300 students (as a member of a four-person team) to provide improved understanding and planning of university requirements
- Evaluated academic records informing students of academic standing

ESCAPE Coordinator, University of Oregon, Eugene.
(Every Student Caring About Personalized Education, student initiated and organized program)

- Supervised 18 students working in various community service organizations
- Acted as a liaison between agencies and the University
- Facilitated weekly seminars teaching communication and leadership skills

Collections Agent, University of Oregon Health Sciences Center, Portland, OR

- Contacted 30 clients per day with delinquent accounts
- Worked with clients to arrange a reasonable payment schedule

**PREVIOUS
EMPLOYMENT**

- Convention Intern, Eugene/Springfield Convention and Visitors Bureau
1-__ to Present
- Information and Tour Service, University of Oregon
6-__ to Present
- Research Assistant, Neuropsychology Department, University of Oregon
6-__ to 6-__
- Collections Agent, University of Oregon Health Science Center, Portland, OR
6-__ to 12-__
- Assistant Manager, Great Earth Vitamins, San Anselmo, CA
12-__ to 6-__

Basic Template—Education Resume

Name

Address, City, State, Zip

Telephone & E-mail

Summary: List **three to five key qualities/skills** that you possess. Refer to the posted job description and match, to the degree possible, your skills to their articulated needs. The reader is asking: “What can this candidate do for my school?” Answer the question and get their attention.

Education: **Bachelor of Science, Multidisciplinary Studies** expected June 20__
Minor: Elementary Education, _____
Eastern Oregon University, La Grande, OR
Cumulative Grade Point Average – 3.____
Dean’s List _____ quarters

Licensure: **State of Oregon Initial Teaching License, expected June 20__**
Endorsements: Multiple Subjects, _____
Authorizations: Early Childhood, Elementary

Special Skills: **Foreign Language(s):**
Can include study abroad programs or international travel

Computer Competencies:
Proficient in (list programs)

XXXX: (You may have other skills worth mentioning)

Teaching Experience: **Student Teacher**, school name, city, state, date
● List 3-5 examples of your accomplishments during this time, starting each statement with an action verb

Practicum, school name, city, state, date
● Describe responsibilities and accomplishments

Title, organization name, location, date(s)
● Describe responsibilities and accomplishments

Additional Work Experience: **Title**, organization name, location, date(s)
● Describe responsibilities and accomplishments

Other Training and Community Service: **Name of organization**, location, date(s)
Accomplishments

Professional Organizations: **Organization Name** (Spell out acronyms, provide description if not clear from name)

NAME
Street
City, State, Zip
Telephone · E-mail

Profile

Biologist employing creative strategies to integrate environmental science into elementary classrooms. Success in developing parent and community partnerships for a practical application of science unit.

Education

Bachelor of Science with Honors, Eastern Oregon University, La Grande, Oregon, June 20__
Major: Multidisciplinary Studies
Minor: Elementary Education, Biology

Licensure:

Oregon State Initial Teaching License - June 20__
Endorsements: Multiple Subjects
Authorizations: Early Childhood Education and Elementary

Professional Experience

Student Teacher, Fourth Grade, Carver Elementary, Pendleton, Oregon (Fall 20__)

- Taught reading and language arts through balanced literacy and process writing
- Designed and implemented integrated units on plants, ecosystems, pilgrims, and geometry
- Created "Hands-On Science," a practical applications of science unit involving parents and local businesses
- Planned Thanksgiving Banquet prepared by students
- Developed work samples on ecology and marine mammals meeting state benchmark standards

Practicum Teacher, Sixth Grade, Central Elementary, La Grande, Oregon (Spring 20__)

- Developed lesson plans for math, science, reading, social studies and art
- Designed and implemented integrated unit on dynamic earth forces
- Managed classroom behavior employing positive reinforcement
- Coached students on Destination Imagination projects

Counselor, Summer Science Institute, Oregon State University, Corvallis, Oregon (Summers 20__ and 20__)

- Engaged students grades 5 – 8 in ecological exploration using computers and hands-on outdoor experiences
- Initiated global pen pal program to facilitate understanding of environmental issues worldwide

Intern, Think Link Children's Discovery Center, La Grande, OR (September 20__ to June 20__)

- Team designed and constructed display "A Small World" using microscopes, magnifying glasses and fractals
- Learned about the non-profit organization's structure and operations by attending board meetings & events
- Coordinated school district membership drive--increased teacher membership by 10%

Volunteer, Fourth/Fifth Grade, Willow Elementary, La Grande, Oregon (Winter 20__)

- Assisted two special education students in making transition to mainstream classroom

Professional Development

Whole Language Approach In-service
Effective Learning Conference
Project WILD Workshop

Impressions Reading In-service
Oregon Council of Teachers of English In-service
Project Learning Tree Workshop

Professional Association

International Reading Association
National Science Teachers Association

Oregon Science Teachers Association
Oregon Wildlife Federation

Achievements

Phi Kappa Phi National Honor Society, Initiated Junior Year, 20__; Who's Who in American Education, 20__; Dean's List, eight terms; Honor Roll, 20__ to 20__; Eastern Scholarship Recipient, 20__ and 20__

Name
Address, City, State, Zip
Telephone & E-mail

Summary: **Bilingual mathematics educator with middle school teaching experience. Interest in mathematics, business, computer applications or other related courses.**

Education: **Master of Teacher Education**, Eastern Oregon University, La Grande, Oregon, August 20__
Cumulative Grade Point Average – 3.78

Bachelor of Science, Eastern Oregon University, La Grande, June 20__
Major: Mathematics Minor: Business
Cumulative Grade Point Average – 3.57
Deans List five terms

Licensure: **State of Oregon Initial Teaching License**, expected summer 20__
Endorsements: Advanced Mathematics, General Business
Authorizations: ML, HS

Special Skills: **Spanish Language Proficiency**
International Exchange Student, Chile, South America, Sept 20__ - June 20__

Computer Skills:
Proficient in Microsoft Word, Excel, Lotus & Netscape Composer

Teaching Experience: **Intern Teacher**, La Grande Middle School, Sept – Dec 20__ and Mar - June 20__

- Taught as part of an interdisciplinary team
- Full responsibility for 120 students in 7th grade mathematics, 8th grade mathematics and Integrated Mathematics (Algebra)
- Over 900 hours of student teaching experience
- Taught classes incorporating interdisciplinary projects, cooperative learning, manipulatives for initial concept instruction, and alternative assessments

Intern Teacher, La Grande High School, Jan - Mar 20__

- Taught personal computer applications and keyboarding
- Assisted with basic and advanced word processing courses
- Taught personal finance unit
- Advised and prepared students for Future Business Leaders of America conference

Volunteer Aide, Willow Elementary, La Grande, OR, Jan - June 20__

- Coordinated math tutoring for 5th and 6th graders
- Taught parents tutoring skills in parent partnership workshop

Additional Work Experience: **Assistant Manager**, The Copy Shop, Pendleton, OR, summer 20__

- Scheduled employee work schedules, monitored quality of service
- Recognized for customer service efforts by regional management

Other Training and Community Service: **Adviser**, FBLA, La Grande High School, 20__
Tutor, America Counts, Pendleton, OR, summers 20__, 20__

Professional Association: **Member**, Oregon Council of Teachers of Mathematics

IMA NURSE

Until June 15, 2002

357 Second St., La Grande, OR

541-123-1212

imanurse@eou.edu

After June 15, 2002

270 Main St., Bend, OR 97332

541-321-4321

inurse@hotmail.com

- Summary:**
- ▶ Bilingual nursing graduate experienced in newborn, pediatric and rural health care
 - ▶ Successful grant writer and educational program presenter
 - ▶ Interested in administrative responsibilities as well as care provision

Education: **Bachelor of Science in Nursing**, Oregon Health Sciences University, La Grande, OR,
Expected June 2002 Minor: Spanish
Dean's list - six quarters Cumulative grade point average – 3.68
Sigma Theta Tau – inducted 2001

License &

Certifications: Oregon Registered Nursing License expected September 2002
Certified: Newborn Assessment & Pediatrics

Professional Experience:

Clinical Nursing Practical Experiences – each providing 200 contact hours:

- Care of Mother, Newborn & Children, St. Anthony's Med Center Pendleton, OR
- Community Health, Union County Elementary Schools, OR
- Mental Health, Eastern Oregon Psychiatric Center, Pendleton, OR
- Medical Surgical Nursing, Grande Ronde Hospital, La Grande, OR

Clinical Nursing Practical Experiences - providing 100 contact hours:

- The Hospitalized Child, St. Luke's Medical Center, Boise, ID

Continuing Education:

Presenter, *Rural Health Conference*. "Small Grants Make a Big Difference"
Eastern Oregon University, March 2001

Invited to present same program at Idaho Nursing Conference, October 2002

Participant, *Critical Thinking in the Clinical Practice World*
Kennewick, WA, April 2002

Participant, *Non-profit Grant Writing Workshop*
Grande Ronde Hospital, La Grande, OR, October 2000

Community Service:

Crisis Hotline Volunteer, Shelter From the Storm, La Grande, OR 1999 – 2001
Completed intensive, six-week sexual assault training followed by monthly on-call
duties - - Recognized for outstanding response and assistance on two occasions

Center for Human Development Volunteer, La Grande, OR 1998 – 1999
Assisted staff with well-baby screening clinics

Pediatric Volunteer, St. Charles Medical Center, Bend, OR 1997 – 1999
Provided reading circles & structured activities for hospitalized children

REFERENCES FOR IMA NURSE

Wanda Green, RN, Ph.D.
Professor of Nursing
Oregon Health Sciences University
One University Boulevard
La Grande, OR 97850
(541) 962-0308
smithj@eou.edu

Mary Brown, M.D.
Pediatrician
Grande Ronde Hospital
800 Sunset Drive
La Grande, OR 97850
(541) 963-0956
drbrown@

John Smith
Owner
Smith's Family Shoes
86 No Name Street
Anywhere, OR 97850
(541) 963-0898

Elizabeth Doe
Teacher
La Grande High School
1145 K Avenue
La Grande, OR 97850
541-663-7575

ACTION VERBS

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized

reconciled
recruited
spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached

communicated
coordinated
developed
enabled encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated

performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
cataloged
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated