

Resume Writing Information

Headings

A resume should have information neatly and concisely arranged under particular headings. Which headings you choose and how you decide to arrange them will depend on the type of job you are seeking and where your strengths and weaknesses lie. In general, all of the information that should go on a resume can fit under the headings:

Work Experience, Education, Awards/Honors, Activities, Certificates and Licenses, Professional Memberships, Special Skills, Personal Information, References, Computer Skills, Language Skills, Presentations/Publications, Interests, Relevant Courses/Projects.

Choose between four and six of these that match your marketable skills and experiences and structure your resume with them.

Formatting

There are two main formats to choose from when drafting a resume and they are both intended to emphasize different aspects of a person's skills and experiences. These can be used independently or they can be combined, but make sure that the overall layout is aesthetically pleasing and coherent.

Chronological Format - In this type of resume the student's employment history is emphasized. The main section of the resume should be entitled "Employment History," "Professional Experience," "Relevant Experience" or something similar, and it should begin with the most recent experience and work backward. The header should include the employer, job title, and dates the job was held, and each job should include 1-3 duties or accomplishments bulleted under it.

Functional/Skills Format - This format is used to highlight skills and experiences rather than work history. Here the main section is entitled "Skills" and relevant experience is bulleted under a functional skill heading. Functional skill headings can include:

accounting skills	entrepreneurial skills	inventory control	public speaking
administrative	equipment operation	kitchen skills	purchasing
artistic	factory skills	leadership	quality control
beautician	financial management	maintenance/janitorial	report writing
bookkeeping skills	financial planning	maintenance repair skills	research
carpentry skills	fiscal analysis	marketing	social service
cash handling	food service	mechanical	teaching
clerical	food service management	merchandising	training
communication	foreign languages/travel	military service	troubleshooting
computer	fund raising	office management	vehicle operation
computer programming	garage skills	operations management	warehouse
construction skills	gardening skills	outdoor skills	word processing
counseling skills	grant writing	planning	writing
crafts	household skills	problem solving	
customer service	human services	program development	
data processing	interviewing	public relations	

Choose roughly four or five skills that you have and that you feel are important to the employer and use these as subheading under "Skills." Then back each of them up with several accomplishments and experiences that exhibit that skill. With this type of resume you should still include an employment history, but with only the basic information.