

Résumé Formats

A résumé is your opportunity to present yourself to a potential employer, get them interested and get an interview. A good résumé clearly outlines your relevant work experience, education and training as well as personal attributes and skills that demonstrate your suitability for the job.

There are several different résumé formats to choose from. These include:

Chronological: In this format, your relevant work experience is listed chronologically beginning with the most recent. This style is effective when you have had a steady history of working in the same occupation and you plan to continue working in that field.

Functional: In this format, the organizing feature is your skills, knowledge and accomplishments. Because this format emphasizes skills and knowledge, it can be more effective if you have little job experience or are changing careers.

Combination: In this format, you can have elements of both chronological and functional formats. You can list your work experience chronologically as well as highlight your skills and knowledge by listing them separately.

No matter which style you choose, your résumé should be relevant to the job you are applying for.

1 | There are several different ways to organize a résumé. Match the résumé type to the job seeker it is best suited to.

Résumé type

Functional: Entries are organized by skills and strengths rather than by individual jobs.

Chronological: Lists each job you have held in order, beginning with the most recent.

Combination: Lists work history in chronological order, but also includes a summary of skills and achievements.

Job Seeker

A. Good all-round choice, allows job seeker to highlight experience and strengths.

B. Good if job seeker has little experience, or has experience related to another field.

C. Good for job seekers with several years of relevant experience and job titles that show increasing levels of responsibility.

2 | Read the sample entries from a functional and chronological résumé. With a partner, discuss the features they have in common and the features that differentiate them.

An example of an entry in a functional résumé:

Skills and experience are grouped under functional headings

Communication and Teamwork Skills

- demonstrate flexibility and open-mindedness when working with others
- articulate; strong written and oral language skills
- work cooperatively to produce high-quality work

Organization and Time Management

- produce quality work on time and on budget

An example of entries in a chronological résumé:

<p>Education</p> <p>A list of your educational experience, including:</p> <ul style="list-style-type: none"> • Institution where the diploma or degree was granted • Level of degree (B.A., M.A., etc.) and field (Electrical Engineering) 	<p style="text-align: right;">Olivia Chen 49 Acorn Ave. Apt. 1088 Windsor, ON. G4H 1Z6 (555) 836-4321</p> <p>Career Objective: To use my supervisory skills to create and manage an efficient and productive working team.</p> <p>Education</p> <hr/> <p>University of Windsor Candidate for Masters of Business Administration; will finish requirements in May, 2011.</p> <p>Zhejiang University Bachelor of Industrial Engineering;</p> <p>Experience</p> <hr/> <p>2004-2007 AlternaLink, Windsor, Ontario <i>Shift Supervisor</i></p> <ul style="list-style-type: none"> • Supervised 60 employees in team-based environment • Initiated team restructuring and chaired committee on new structure • Determined optimal staffing
<p>Work Experience</p> <p>This section is listed chronologically and is often organized by employer or position.</p> <ul style="list-style-type: none"> • Name and location of the employer • Dates of employment • Position title • Responsibilities and major contributions 	

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Search the Internet to find examples of different résumé formats. Print samples. With a partner, compare the résumés and answer the questions below.

Possible search terms: *sample résumés; résumé formats; sample résumé functional*

1. What is the focus of each type of résumé?
2. What headings does each type of résumé have and how are the details listed under those headings?
3. What features do these résumé formats have in common?
4. Which résumé format do you think is best for you? Why?

- 4** Read the profiles of the job seekers below and decide which résumé format you think is most suitable for each of them. Explain why. Discuss and list possible headings for their résumés.



Profile 1

Galina is a 40-year-old teacher from Russia. She has two undergraduate degrees from Moscow University and also has certificates documenting the many additional specialized courses she has taken over the years. She has 15 years of teaching experience at the same school, teaching English to grades 11 and 12. In Canada, she wants to apply for a job as an adult ESL instructor.

Profile 2

Juan is 21 years old. Before coming to Canada, he completed two years at a vocational high school that prepared him for work in the automotive sector. In Canada, he has been working at odd jobs, including office cleaning, building maintenance and construction. He is looking for a job as a mechanic, but feels his Canadian experience so far is not related to this career choice.

Profile 3

Zahra is a young mother of two children aged four and six. She has never had a job before, but would like to add to the family's income. She is a hardworking, enthusiastic individual, very approachable and outgoing. She would like to get a job as a sales representative with a large chain store.

Profile 4

Pei is a 55-year-old accountant from China. He has a university degree in finance and a professional designation in management accounting from his country. He worked at many companies in China, climbing the corporate ladder from assistant accountant to head of accounting in the Chinese division of a large multinational corporation. His professional credentials are not recognized in Canada, so he would like to work in any job related to accounting.

- 5** Think about your employment goal, education and work experience. Write a short profile of yourself (similar to the ones above) and share in small groups. In small groups, discuss each other's profiles and which résumé format may be most appropriate. Discuss possible headings for each résumé.