

Chronological and Skills Resume Outlines

Chronological Resume

Header—include name, address, city, state, zip, telephone number(s), and email address.

Objective/Headline—some employers look for an objective, others do not. A targeted objective can tell the employer what kind of position you are seeking and helps you match your skills to the employer's needs.

Education—include the following key elements for the degree you are currently obtaining AND for previous degrees received. Eliminate high school once you reach your junior year.

- ✓ Degree (BS, BA, MS, MA, MBA, PhD, etc.). List even if not completed
- ✓ Graduation Date
- ✓ Major, Minor, & Emphasis (if applicable)
- ✓ GPA
- ✓ Academic Institution
- ✓ City & State or City & Country
- ✓ Academic Recognitions/Scholarships (unless you include this elsewhere)
- ✓ Certifications/Licenses

Projects/Research—briefly describe relevant projects/research using the language of your field, tools or technologies, and results.

Work Experience—begin with your most recent experience and work backwards. For EACH position include: job title, company name, location (city & state or city & country), dates of employment by month and year, and responsibilities with a focus on quantifying achievements and results.

Computer/Technical Skills—include computer, field, lab, and other technical skills.

Leadership/Volunteer Service—reflect the contributions you made through: offices held, projects completed, services delivered, awards received, etc.

Optional Headings—anything that is appropriate in marketing your skills to any employer. Ideas...

Language Skills
Military Service
Publications

Honors/Awards
Outside Interests
Presentations

Skills Resume

Header—include name, address, city, state, zip, telephone number(s), and email address.

Objective/Headline—some employers look for an objective, others do not. A targeted objective can tell the employer what kind of position you are seeking and helps you match your skills to the employer's needs.

Education—include the following key elements for the degree you are currently obtaining AND for previous degrees received. Eliminate high school once you reach your junior year.

- ✓ Degree (BS, BA, MS, MA, MBA, PhD, etc.). List even if not completed
- ✓ Graduation Date
- ✓ Major, Minor, & Emphasis (if applicable)
- ✓ GPA
- ✓ Academic Institution
- ✓ City & State or City & Country
- ✓ Academic Recognitions/Scholarships (unless you include this elsewhere)
- ✓ Certifications/Licenses

Relevant Skills & Experience—use subheadings that outline your skills as they relate to the job you are seeking. Under each subheading, write statements that reflect that skill (**see Sample Skills Headings, page 17**). The following page has sample skills headings. Remember each statement can draw from: academics, projects, employment, internships, undergraduate research, volunteer service, leadership, etc. Samples are outlined below:

Relevant Skills & Experience

Management

- Trained all new employees in rental procedures
- Served as supervisor over 20 employees
- Led weekly team meetings

Aerospace

- Completed thermal modeling analysis
- Re-designed tools using I-DEAS
- Presented results at USU Small Sat Conference

Work/Leadership History—include job title, company name, location (city & state or city & country), and dates of employment by month and year. DO NOT add any responsibilities or accomplishments, as these are outlined above in the Relevant Skills & Experience section.