

To ensure you are using the right resume format that best matches your skills, ask yourself:

“Is my work experience related to the job I’m applying for?”

If “yes,” consider using a chronological resume.

*To be effective you may need both types.

If “no,” consider using a skills resume.

Chronological Resume Format

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

Headline *(position you are seeking)*

Education *(degree currently seeking, previous degrees, graduation date; major(s), minor(s), & emphasis; GPA (optional); academic institution (city & state or city & country); academic honors/scholarships (unless included elsewhere); and certifications/licenses)*

Projects/Research/Academics *(describe relevant projects/research using the language of your field, tools or technologies used, and results obtained)*

Work Experience *(start with most recent and work backwards)*

Job Title, Organization Name, Location, Dates*

- *responsibilities with a focus on quantifying achievements and results*

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Job Title, Organization Name, Location, Dates*

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Computer Technical Skills

- *include computer, field, lab, and other technical skills*

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Leadership/Service/Activities

Job Title, Organization Name, Location, Dates*

- *contributions made through offices held, projects completed, services delivered, awards, etc.*

**List dates as mm/yy-mm/yy, month year-month year, or month year-present*

Skills Resume Format

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

Headline *(position you are seeking)*

Education *(degree currently seeking, previous degrees, graduation date; major(s), minor(s), & emphasis; GPA (optional); academic institution (city & state or city & country); academic honors/scholarships (unless included elsewhere); and certifications/licenses)*

Relevant Skills & Experience

Skill Subheading 1

- *outline your skills as they relate to the job you are seeking. Under each subheading, write statements that reflect that skill*

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Skill Subheading 2

- *draw from: academics, projects, employment, internships, undergraduate research, volunteer service, leadership, extra-curricular activities, etc.*

•

Skill Subheading 3

- *when possible, share results, not simple job responsibilities*

•

Work/Volunteer History

Job Title, Organization Name, Location, Dates*

(include job titles, company name, location (city & state or city & country), and dates of employment by month and year)

Remember your first skills heading should relate directly to the position you are applying for.

The following verbs will help you best describe your experience in an “action-oriented” fashion. Use these words in conjunction with nouns; the nouns are what will be picked up by the scanner. NOTE: The items in bold could be subheadings on a Skills Resume.

Leadership & Teamwork

Advocated	Formed	Mentored	Recruited
Approved	Founded	Moderated	Represented
Authorized	Governed	Monitored	Responded
Counseled	Guided	Motivated	Reviewed
Determined	Headed	Negotiated	Spearheaded
Developed	Hired	Operated	Sponsored
Diagnosed	Influenced	Originated	Staged
Directed	Initiated	Oversaw	Started
Disseminated	Inspired	Pioneered	Streamlined
Elected	Installed	Presided	Strengthened
Enforced	Instituted	Prioritized	Supervised
Enlisted	Instructed	Processed	Taught
Ensured	Integrated	Produced	Trained
Examined	Led	Promoted	
Explained	Managed	Recommended	

Creative & Innovative

Arranged	Developed	Initiated	Presented
Authored	Devised	Invented	Produced
Composed	Directed	Launched	Revitalized
Conceived	Edited	Modernized	Restored
Conceptualized	Established	Originated	Shaped
Created	Fashioned	Performed	Stimulated
Designed	Formulated	Planned	

Counseling & Helping

Aided	Contributed	Helped	Supported
Assisted	Counseled	Instilled	Treated
Attended	Facilitated	Mentored	Tutored
Collaborated	Fostered	Provided	
Comforted	Guided	Settled	

Marketing & Sales

Arbitrated	Educated	Increased	Proposed
Attained	Ensured	Influenced	Publicized
Augmented	Established	Integrated	Published
Boosted	Exceeded	Launched	Purchased
Broadened	Excelled	Led	Researched
Calculated	Expanded	Maintained	Resolved
Centralized	Expedited	Marketed	Revamped
Consulted	Familiarized	Mediated	Revitalized
Convinced	Gained	Negotiated	Secured
Decreased	Generated	Performed	Sold
Developed	Identified	Persuaded	Solicited
Dissuaded	Implemented	Produced	Strengthened
Documented	Improved	Promoted	Supplemented

Planning & Organizational

Arranged	Ensured	Maintained	Reorganized
Assembled	Examined	Monitored	Reviewed
Catalogued	Executed	Operated	Routed
Collected	Explained	Organized	Scheduled
Coordinated	Formalized	Planned	Streamlined
Disseminated	Initiated	Processed	Updated
Distributed	Installed	Recorded	

Communication

Advised	Corresponded	Interpreted	Recruited
Answered	Demonstrated	Interviewed	Reported
Apprised	Drafted	Introduced	Responded
Assessed	Edited	Lectured	Scheduled
Authored	Educated	Planned	Screened
Briefed	Explained	Presented	Spoke
Clarified	Facilitated	Projected	Summarized
Composed	Familiarized	Proofread	Taught
Conducted	Handled	Publicized	Trained
Constructed	Informed	Published	Translated
Contacted	Instructed	Reconciled	Wrote

More Skills Headings:

- Critical Thinking & Analytical Skills
- Interpersonal Skills
- Research & Investigation Skills

Technical & Analytical

Administered	Developed	Generated	Maintained
Analyzed	Devised	Identified	Operated
Assessed	Discovered	Improved	Programmed
Audited	Documented	Increased	Reduced
Charted	Drafted	Inspected	Researched
Classified	Edited	Installed	Restored
Compiled	Evaluated	Instituted	Searched
Computed	Examined	Integrated	Streamlined
Conducted	Expanded	Interfaced	Surveyed
Consulted	Forecast	Interpreted	Systematized
Designed	Formed	Interviewed	Tested
Detected	Gathered	Launched	Wrote

Action Verb + Skill/Responsibility + Action/Tool + Benefit/Result = Success Statement

Scope & Scale- Use numbers/data to illustrate your success

No periods- not complete sentences

RELEVANT SKILLS & EXPERIENCE

Planning & Organizational

- Meet deadlines and manage time effectively as a Division I student athlete in tennis to successfully balance academics and athletics
- Assess needs for staffing and create weekly work schedules for 12 employees ensuring efficiency and complete coverage of office
- Successfully manage multiple demands at work and school while maintaining a 3.5 GPA

Leadership & Teamwork

- Led and collaborated with executive council of Social Work Club to develop programs for 37 members
- Oversaw annual inventory for 100,000 square foot production facility as a night manager
- Worked effectively with other students to achieve a 50% increase in recycling in campus housing

Communication

- Organize and present ideas effectively using technology and writing skills for presentations to large and small groups
- Write and speak French fluently
- Wrote articles and columns for a bi-monthly arts and entertainment publication to increase awareness of events taking place on campus

Computer & Technical

- Used iMovie to create a 90-second social marketing campaign on childhood vaccines
- Procured, installed, and maintained hardware and software for 60 users

Engineering

- Applied knowledge of thermodynamics and reactor design to complete simulation from preliminary coding
- Developed 2D rocket trajectory simulator using MATLAB

Customer Service & Sales

- Contacted vendors to rent booths and sent promotional materials to potential buyers, increasing festival sponsors by 80%
- Sold home security systems door-to-door earning over \$25,000 in 3 months

Science

- Developed laboratory microcomputer systems for instrument automation and custom test equipment
- Conducted more than 500 manual and computerized assays of steroids and fibrogens in a hospital lab

Interpersonal:

- _____
- _____

Technical:

- _____
- _____

Chronological Resume (Sample B)

ERIN T. SMITH
 linkedin.com/in/esmith (435) 750-0000 erin1975@msn.com

OBJECTIVE

Seeking a Mid/Moderate Special Education Teaching Position

EDUCATION

B.S., Special Education (Mild/Moderate), May 20xx
 Utah State University, Logan, UT
 Maintained a 3.0 GPA while working 20 hours a week

STUDENT TEACHING

- Student Teacher**, Logan High School, Logan, UT, January – May 20xx
- Instructed mild mental disabilities-educable in a special class with integration and moderate mental disabilities-trainable in a special self-contained class
 - Assessed and evaluated the individual needs of students with learning, mental and behavior disabilities
 - Designed and utilized IEP goals and objectives
 - Organized and implemented lessons in the four curricular domains with the main emphasis on concept development, language, communication, motor and self-help skills
 - Worked with a special education team consisting of school psychologists, physical therapist, occupational therapist, and speech therapist

RELATED EXPERIENCE

- Paraprofessional Aide**, Logan High School, Logan, UT, August 20xx – Present
- Teach skills of daily living to students with severe disabilities
 - Provide assistance to teachers and help facilitate lesson plans
- Support Staff**, North Eastern Services, Logan, UT, Summer 20xx
- Promoted activities that improved independent living skills for two adults with disabilities such as money management, health, hygiene, and community involvement
- Life Skills Instructor**, Rise, Inc., Logan, UT, May 20xx – May 20xx
- Assisted a variety of adults with disabilities in residential settings
 - Maintained overall well-being of individual

VOLUNTEER/LEADERSHIP EXPERIENCE

- Volunteer**, Special Olympics, Utah State University, 20xx – 20xx
Vice President, College of Education Service Organization, 20xx – 20xx
Volunteer, Cache Special Populations Support Group, Logan, UT, 20xx
Volunteer, Council for Exceptional Children, Logan, UT, 20xx

RELATED SKILLS

Sign Language Macintosh
 Piano/Guitar Bilingual Spanish First Aid Training
 Word/WordPerfect

Chronological Resume (Sample A)

(435) 755-0000 galeh@hotmail.com
GALE HANSEN

Elementary Education Teacher

- EDUCATION**
- B.A. Degree, Elementary Education** May 20xx
 Utah State University, Logan, UT GPA 3.8
- CERTIFICATION**
- Utah Elementary Teaching License** May 20xx
 Passed Praxis II Elementary Content with Recognition of Excellence (top 15%), passed Praxis II PPLT

TEACHING EXPERIENCE

- Student Teacher (AmeriCorps Scholar)** Fall 20xx
 Hillcrest Elementary School Logan, UT
- Taught 1st grade class of 29 ethnically diverse students, including three with ADHD, one with a speech impediment, and one with autism
 - Assessed literacy using DIBELS and Word Recognition and Phonics Skills
 - Created cooperative action research project with 5th grade teacher and reading specialist for peer tutoring of 1st graders by 5th graders.
 - Collaborated with another class to conduct service-learning project on recycling
 - Developed and implemented "hidden" classroom management plan that focuses on procedures and prevention, but includes supportive discipline plan that logs behavioral occurrences
 - Completed second-term report card grades and parent-teacher conferences
 - Trained in STAR tutoring, "I Can Read," UTE Math programs with Utah State Office of Education

Classroom Teaching Aide

- Hillcrest Elementary School September 20xx – March 20xx
 Logan, UT
- Helped teach 4th grade class of 25 students from Somalia, Iraq, Bosnia, Central America, and China in one-on-one and small group sessions following SIOP instructional strategies for ELLs
 - Created discovery-learning lesson plans for at-risk 2nd grade math students, emphasis on manipulatives
 - Successfully integrated art into lesson plans on Civil War, solar system, heredity, and polar regions

Volunteer Teaching Assistant

- English Language Center January – June 20xx
 Logan, UT
- Taught English one evening per week to 10 illiterate adult refugees
 - Created visual aids for students to practice real-life language skills

WORK/VOLUNTEER/LEADERSHIP EXPERIENCE

- Swim Instructor**, Municipal Pool, Logan, UT, mm/yy – mm/yy
Piano Instructor, Logan, UT, mm/yy – mm/yy
Volunteer Math Tutor, STICKS Program, Logan, UT, mm/yy – mm/yy
Hospital Volunteer, Dee Hospital, Ogden, UT, mm/yy – mm/yy
Spanish-Speaking Volunteer, Religious Org., Lima, Peru, mm/yy – mm/yy

Chronological Resume (Sample C)

CHRIS SMITH

1098 North 200 West
Logan, UT 84321

(435) 155-0000
chris.smith@usu.edu

SOCIAL STUDIES/ENGLISH TEACHER

EDUCATION

BA, Social Studies Composite, English Minor, May 20xx
Utah State University, Logan, UT

TEACHING EXPERIENCE

Student Teacher, Logan Middle School, Logan, UT, Fall 20xx

- Taught two classes of 8th grade English and world history
- Instructed units on American literature, speech, parliamentary procedure, Western exploration, and European geography
- Provided grades for one trimester
- Participated in parent-teacher conferences and translated English to Spanish for Spanish-speaking parents
- Handled difficult behavior problems
- Brought in WWII veteran to speak to classes and answer questions

Camp Leader, Mountain Boys Camp, Lander, WY, Summers 20xx – 20xx

- Taught Indian lore to groups from 5 - 25 boys four times daily for eight weeks
- Trained, motivated, and provided conflict management; reported all relevant activities

Substitute Teacher, Los Angeles, CA, June 20xx – 20xx

- Educated small groups daily and large groups bi-weekly
- Served as a volunteer reader in elementary schools on a weekly basis

Soccer Coach, Youth Conference League, Springville, UT, Spring 20xx

- Coached a soccer team of adolescents age 14-16 through an undefeated season

LEADERSHIP/SERVICE

Member, Spanish Club, USU, Logan, UT, 20xx – Present

- Traveled to Mexico City to perform service at local orphanage

Volunteer, Religious Organization, Pasadena, CA, May 20xx – June 20xx

- Developed strong work ethic by working 12 hours a day to meet specific goals
- Supervised and provided training for 24 volunteers
- Attained written/verbal fluency in Spanish; refined public speaking skills

Volunteer, Boys & Girls Clubs of America, Logan, UT, 20xx – 20xx

- Planned activities and assisted with homework for 24 elementary students

Translator, Valley Hispanic Center, Logan, UT, May 20xx – March 20xx

- Translated documents into English for native Spanish speakers
- Developed relationships with inter-community agencies

Functional/Skills Resume (Sample D)

SHAE SMITH

shae.smith@yusu.edu

(435) 155-1234

HISTORY/ENGLISH TEACHER

EDUCATION

B.S. History, Teaching Emphasis; English Teaching Minor May 20xx
Utah State University (USU), Logan, UT
4.0 GPA

- Awarded Certificate of Excellence: English Content Knowledge PRAXIS exam

RELATED SKILLS & EXPERIENCE

Teaching

- Integrated multiple, diverse opportunities for students to write in both social studies and English classrooms
- Developed lesson plans for 10th grade English students that emphasize the transition from persuasive writing to argumentative writing in the Language Arts Common Core
- Served as a student aid to the "Latinos in Action" program at Logan High
- Incorporated technology such as blogs and internet research into lesson plans
- Trained 30 new employees in all customer service techniques and food preparation processes
- Supervised 15 employees which included delegating, monitoring team efficiency, and solving problems

History/English

- Collected historical research and multiple perspectives in order to write accurate historical compositions
- Published a researched persuasive essay in a brief campus anthology
- Participated in a simulation of the contest "We the People"
- Worked with peers to analyze and evaluate texts of all genres from diverse cultural backgrounds
- Attended and participated in a congressman's government conference

Communication/Interpersonal

- Collaborated with fellow faculty members to develop end-of-class "walk-away's" to emphasize essential concepts across multiple disciplines
- Interacted effectively and respectfully with peers, coworkers, supervisors, and subordinates from various cultural backgrounds to overcome issues
- Kept teams of peers and coworkers motivated and focused on common goals
- Handled customer service problems swiftly and politely

Planning/Organizational

- Handled multiple tasks at once in a fast-paced restaurant environment
- Successfully balanced school, work, and religious responsibilities while maintaining a 4.0 GPA
- Compiled and edited a photo directory for an organization of approximately 120 members
- Collaborated with two peers to create an informational guide for teachers who have students with Autism

WORK/LEADERSHIP HISTORY

Student Teacher, *Bonneville High School*, Logan, UT, mm/yy – present
Crew Trainer, *McDonald's*, Logan, UT, mm/yy – mm/yy
Shift Manager, *McDonald's*, Brigham City, UT, mm/yy – mm/yy
Piano Teacher, Brigham City, UT, mm/yy – mm/yy