

Alpha

CAREER CENTRE

RESUME WRITING GUIDE



ALPHA
INTERNATIONAL
ACADEMY

KEY ELEMENTS OF A GOOD RESUME

Resumes will certainly vary depending on whether you're a recent graduate, changing careers, or looking to move up in leadership. But no matter what your level of experience is, or what industry you're in, experts say the following are the core components of a resume.

Personal Information

This is where you provide your basic contact information, in case the employer would like to contact you. This section should include your full name, current home address, telephone number and email address.

Objective

An indicator to employers to see your intentions. This is a brief and concise one sentence summary that shows your goal for your job search. It should be related to the specific position to which you are applying and highlight the skills that you employ to best meet the job.

Education

Employers would like to see what kind of past education you have received and is important to see whether you are qualified to meet the job. It should include the name of the school you attended, city and state, the degree/diploma received, enrolment date to graduation date and optionally, relevant courses to the job you are applying for.

Certifications and Training

Depending on the job you are applying for you may need to include a certifications and training section. Include the date received and the title of the certification/training. Note that this should not be included in education and should be its own section.

Work and Related Experience

This is one of the most important elements of the resume, because it shows employers whether or not you have had the experience in the industry or have sufficient knowledge that can help you learn if and once you get the job. It should include title of position, company/organization, city/state, dates, and a brief list of the duties.

Volunteerism

Some companies/organizations may want to know whether or not you are engaged in your community or have a strong social responsibility. This section is similar to the work and related experience and should include the title of position, company/organization, city/state, dates, and a brief list of duties.

OTHER OPTIONAL ELEMENTS OF A RESUME

Skills

You can add a section to your resume that showcases your key skills that you think would benefit the application. Avoid listing too many and aim to put 5-6 skills that you have mastered.

Awards and Honors

If you have won or been awarded recognition you can include a section that highlights your honors. Include the name of the award, who awarded it to you, and the date that it was awarded.

TYPES OF RESUMES

Chronological Resume

Chronological resumes are designed to display your education, employment and volunteer experience by date and should be listed in reverse chronological order (most recent first). Chronological resumes are most effective when they can display an extended work history in a specific field without gaps in employment.

If you answer yes to any of these:

- Have gaps in your work history.
- Are reentering the workforce.
- Have frequently changed jobs.
- Are looking to transition into new careers.
- Don't exactly fit the mold of what recruiters are looking for in the positions they want.

You should create a functional resume.

Functional Resume

Functional resumes are designed to focus on skills and abilities obtained through education, employment and volunteer experience without specifying where and when you acquired them. Functional resumes are most effective when entering a field for the first time (students and graduates with little experience), making a drastic career change or when employment gaps may be a concern.

Hybrid Resume

Hybrid Resumes are a combination of the chronological and functional resumes. The focal point is your skills summary and should be included at the top of the page. The skills summary lists skills relevant to the job and validates them by providing examples of past achievements and professional experience in bullet points.

EXAMPLES

This is an example of a **chronological resume** that showcases education, work experience and other related experiences. Notice that the most recent jobs are put at the top and the order follows a reverse chronological order.

Gillian Jones

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Career Objective

Forward-thinking and confident media graduate with well-honed communication skills and proven ability to build relationships, seeking an entry-level position in public relations.

Education

- 2008 - 2011 **2:1 class BA Communications, Media and Society**, University of Leicester
Relevant modules include: Advertising, Culture and Communication, Media Audiences, The Media in Britain, Media, Identity and the Popular, New Media and the Wired World, Analysing Communication Processes
- 2004 - 2008 Trinity Upper School, Nottingham
A Levels - English (A), Sociology (A), Psychology (B)
GCSEs - 11 GCSEs, grades A* - C including English and Mathematics

Relevant Work Experience

Summer 2010 **Internship**, Hopwood PR Agency, Leicester

- Tasked with writing press releases, speaking to journalists on the telephone, organising photo shoots.
- Managed agency's Facebook and Twitter accounts and posted content on the website blog.
- Supported Agency Deputy Director in a project on behalf of a national client to help produce publicity materials and initiate a social media campaign.
- Gained insight into what skills are needed to establish a successful PR career by talking to staff.

2009 - 2010 **Features Writer**, The Ripple, University of Leicester

- Conducted research for articles and wrote pieces to reflect some of the typical issues and concerns facing students at university.
- Carried out proof-reading and presented ideas to the editorial team for forthcoming editions.
- Required effective time management skills in order to meet tight deadlines.

Other Work Experience

2010 - 2011 **Bar Staff**, The Watering Hole, Leicester

- Popular drinking venue within central city location, constantly interacting with customers during peak periods.
- Entrusted with responsibility of cashing up not long after starting employment, making sure that the tills balanced and takings were correct.
- Demonstrates capability to work in a fast-paced environment faced with competing demands.

2008 - 2010 **Sales Adviser**, K Shoes, Nottingham

- Worked as part of a team to help achieve set monthly targets which consistently delivered on, earning our team best sales team in regional area.
- Advised and assisted customers, recommended products and new stock, maintaining a friendly yet efficient service.
- Took charge of running of shop floor and supervising other junior sales assistants, delegating tasks when shop manager was redeployed to other stores.

This is an example of a **functional resume**. The first two-thirds of the resume contains relevant skills to the job. Chris explains the skills he has mastered and highlights them at the end in the Skills Summary section. He then devotes a small portion to his work experience. Note that the spotlight on functional resumes are the skills and not the work experience.

Chris Smith

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somebody@somedomain.com

Profile

Motivated, personable business professional with multiple college degrees and a successful

12-year track record of profitable small business ownership. Talent for quickly mastering technology – recently completed Microsoft Office Suite certificate course. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent HMO and insurance guidelines.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

- ♦ Project Management
- ♦ Report Preparation
- ♦ Written Correspondence
- ♦ General Office Skills
- ♦ Computer Savvy
- ♦ Customer Service
- ♦ Scheduling
- ♦ Marketing & Sales
- ♦ Insurance Billing
- ♦ Accounting/Bookkeeping
- ♦ Front-Office Operations
- ♦ Professional Presentations

Professional Experience

COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- ♦ Prepare complex reports for managed-care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines.
- ♦ Author professional correspondence to customers and vendors.

Hybrid resumes provide the skills near the beginning, followed by work experience after to justify the skills section of the resume.

Joe Jobscan

Seattle, WA

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joe-jobscan@example.com

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Professional Summary

- List a few bullet points that summarize what you have to offer.
- This could include a summary of your experience with certain tasks or roles across multiple companies.
- Mention the soft skills (communication, innovation, integrity) the recruiter or hiring manager will find most attractive for the position.

Relevant Skills and Proficiencies

- List hard skills that are most relevant to the position. This includes skills that weren't used in your previous jobs but were developed on your own and are required for the position.
- Include any certifications or education you've received outside of your formal education at the bottom of the resume.

Work History

Company 3, Job Title, Month/Year - Present

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Company 2, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Company 1, Job Title, Month/Year - Month/Year

Describe your job responsibilities with an emphasis on ones that highlight transferrable skills. Add context to the claims made in the summary section above.

Education

Degree, School, Years