

How to Make a Resume

In today's competitive job market, jobseekers need a resume that will stand out. Depending on the open position, it is possible for an employer to receive hundreds of resumes for that one specific opening. So how can you create a resume that will not only yield results, but also stand out from the rest?

What is a Resume?

A resume is a quick summary of your professional background, including your educational history, job experience, and goals.

Resume Format

The resume format depends on what type of resume you are writing. All resumes should have your name, address, phone number and email address at the top of the resume. Most resumes start out with a general job objective/goal statement after the personal information.

What Types of Resumes are there?

There are three different types of resumes. Each one should be used depending on the type of job you are applying for.

- Chronological: This type of resume is the most commonly used. The information is listed in reverse chronological order. Your work history is listed first in reverse chronological order. Education follows work history in the same order.
- Functional: This type of resume focuses on your job skills and other accomplishments. Instead of just listing what job you had and the dates, you would detail your specific skills so that they stand out to potential employers. This resume is helpful to candidates who have gaps in their work experience or do not have much work experience at all as it will focus on the skills that you do have. A functional resume is usually only used when requested by potential employers, so if you are in doubt, then use the chronological resume.
- Combination: Some job candidates prefer to use a resume that is a blend of the two main types. In this type of resume, the functional part would come first (where you describe your skills in detail) and then your job history and educational background would be listed in reverse chronological order.

Important Resume Writing Tips

- Try to limit your resume to one page. Anything more than that is overload for an employer. The key is to impress them as much as possible on your resume so that you can score an interview. However there are some job fields where you need to have a resume that is two pages or so long or if you have been in the job market for a long time, however the general rule of thumb is one page.
- Instead of listing references on your resume, just include a simple statement that they are available upon request. Usually employers will only ask for references if they are serious about hiring you, therefore they will most likely request references at your job interview.
- Do not lie on your resume. If you do it will come back to haunt you.
- Make your resume professional. Do not include information such as race, height, weight, etc. If you include your email address, make sure that it is a professional sounding email as well.
- Proofread your resume. Spelling mistakes and incorrect grammar will make an employer toss your resume directly into the recycle bin. Have someone else read and critique your resume before you submit it to potential employers.
- Use professional paper stock. Something with a little weight to it, but not too heavy. Do not use colored paper unless the position that you are applying for calls for something of that nature.

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