

Chronological Format: List most recent work experience, going backward to your oldest.

- ✓ Showcases a progression of increasingly responsible positions
- ✓ Demonstrates that you are qualified to take the next step in your career
- ✓ Highlights impressive employers who will add weight to your credentials
- ✓ Answers the employer's question of whether your work history has been stable
- Gaps in employment, lack of strong career progression, and other negatives can be easily seen

Functional Format: Use categorical, skills-based sections to demonstrate qualifications

- ✓ De-emphasizes company information or job titles
- ✓ Highlights the connections between employer's job descriptions and your qualifications
- ✓ Tailors your experience to a specific job or industry
- ✓ Excellent for employees who are changing careers or whose path is more tangential
- Few employers will be familiar with this format, so clear presentation is essential

Resume Tips:

- ❑ Plan well! Choose categories that will best showcase your experiences and skill set.
- ❑ Offer employers several options for contacting you, including phone and a professionally appropriate email. *If you do not have a professional-sounding email, create one!*
- ❑ Format your heading to maximize space. Use left, center, and right margins.
- ❑ Use an Objective or Qualifications Summary that captures you and focuses on the employer's needs.
- ❑ An Education category should be included if you possess degrees or training relevant to the position.
- ❑ Never include personal or demographic information (birthdate, marital status, parental status, height and weight, etc.). *It is illegal for employers to ask for this information!*
- ❑ Try to keep the resume to one or two pages, although resumes for academic jobs might be longer.



Objectives of a Cover Letter:

- ❑ Introduce yourself and clearly define who you are
- ❑ Highlight your most notable qualifications, experiences, credentials, skills, and achievements, especially as they relate to the position description
- ❑ Identify the value you can bring to the organization
- ❑ Capture your reader's interest in your, your resume, and your availability
- ❑ Motivate the reader to call and offer you the opportunity for an interview

Cover Letter Tips:

- ❑ **Include information you know about the company or the position for which you are applying.** Check out the company's website, especially any "About Us" pages or "Mission, Vision, Values" information. Try to discover something about the company culture and about their current endeavors.
- ❑ **Explain why you want to work for this company in particular.** Tell them what they're doing right that caught your attention. Was it the company reputation, financial standing, products, services, personnel, location, or market potential? Why them?
- ❑ **Be sure that your cover letters are neat, clean, and well presented.** Remember that these are business documents. They should be attractive and relatively conservative, not overly flashy. The cover letter demonstrates your level of professionalism.
- ❑ **Follow standard Business Letter format.** Block paragraphs are often appropriate, especially if you will be submitting your cover letter digitally.
- ❑ **Keep your cover letter to one page.** These are not essays!
- ❑ **Be sure to ask for the interview and provide contact information.** Securing an interview is your #1 objective. Make it easy for them to offer you one!