

Resume Formats

Choosing the right resume format is critical to presenting your experience to potential employers. There are several accepted resume formats in the U.S. The most common structure will be the chronological resume. If you are changing careers, the functional resume may be an option. Always do your research to check on what the standard is for your industry. The key point in developing a resume is to reflect the terminology of the job description in the words you use to describe your work history. Here is a brief overview of resume formats.

Chronological

The chronological resume is the standard format used by most job seekers. It is ideal for the professional who wants to demonstrate steady and progressive career achievements over time. This style fits the needs of those seeking a position in their current field. It presents the most recent position first followed by other experience in reverse chronological order. Most employers require a chronological resume. If you are planning to enter a different field or have gaps in your work history, you may want to consider an alternative format. Before you do, understand the expectations of the employer.

Functional

A functional resume can be effective for someone making a career change to another industry. This format highlights transferable skills and allows you to present your experience in language that reflects the needs of the employer. This structure usually has two or three functional areas specific to the position you are targeting. It focuses on your relevant strengths and downplays gaps in employment. It gives you the opportunity to incorporate skills you may have acquired outside the workplace as well.

Combination

The combination resume combines elements of both the chronological and the functional formats. This resume choice organizes career and educational history by emphasizing functional experience in a reverse chronological format. The combination resume describes functional competencies within each position. It highlights transferable skills, years worked, and employers.

Electronic

Some companies may request an electronic resume. Employers screen potential candidates using a computer program that looks for specific key words related to the position. When creating an electronic resume, use a font size of 10 to 12 points and a standard font. Avoid using boldface, italics, and underlining. Use left justification for all information on your resume. Your resume should respond to specific language used in the job description.

Curriculum Vitae

The Curriculum Vitae (CV) is used for academic positions in research and teaching. The CV should include contact information, educational background, awards and fellowships, teaching experience, relevant experience, publications, conference presentations, languages spoken, extracurricular activities, and other skills related to the field. The content of the CV determines its length. A CV can be up to 10 pages long. The average CV is two to four pages for new professionals and six to eight pages for experienced individuals.

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Samples of Chronological & Functional Resumes

Chronological

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PROFESSIONAL SUMMARY

Demonstrated success in a broad range of sales and marketing positions, consistently exceeding revenue objectives over a fifteen-year period. Experience in all functions of a media organization including product development, product placement, and distribution.

PROFESSIONAL EXPERIENCE

- | | |
|--|------------------------------|
| Comtel Pro Media, Los Angeles, CA
Sales Coordinator | 2012-Present
2010-Present |
| <ul style="list-style-type: none">Manage and motivate a team of four sales assistants to achieve monthly quotas.Develop training materials using case studies to improve team sales skills.Exceeded annual revenue objective by 20%.Achieved 'President's Club' status, ranked in the top 1% of national sales. | 2008-2010 |
| Area Sales Representative | |
| <ul style="list-style-type: none">Identified potential new clients and increased revenue by 24% from this cohort.Increased existing customer revenue by 30% through service and customer care program.Participated in a corporate product marketing team effort to design a new customer interface.Attained 'Leaders Club' recognition in the Western Region. | |

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|--|------------------------|
| Chicago Tribune Company, Chicago, IL
Senior Account Executive | 2005-2008
2002-2005 |
| <ul style="list-style-type: none">Developed and supervised new business accounts with Fortune 500 companies, generating a 30% increase in sales. | |
| Account Executive | 1998-2002 |
| Client Service Manager | 1997-1998 |
| <ul style="list-style-type: none">Provided back office support to 12 sales team members. | |

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|---|-----------|
| TMP Worldwide, New York, NY
Customer Service Associate | 1995-1997 |
| <ul style="list-style-type: none">Provided customer service to 30 Fortune 500 human resource managers.Assisted clients in placing job listings and advertising on numerous internet sites. | |

EDUCATION

University of Southern California, BA, English

Functional (Lawyer to Non-profit)

THOMAS HORTON
4623 Third Street, Los Angeles, CA 90089
(123) 555-3456
thomash@alumnicenter.usc.edu

PROFESSIONAL SUMMARY

- Five years of management experience emphasizing a collaborative team style.
- Adept at building productive relationships with clients to further organization goals.
- Demonstrated success utilizing persuasive skills, both written and verbal.

PROFESSIONAL EXPERIENCE

Management

- Achieved a revenue growth from \$600K to \$1.5M per year, while keeping overhead low.
- Managed a budget exceeding \$750K annually.
- Supervised a staff of 15 professionals and interns, providing training, work flow analysis, quality control, conflict resolution, and performance reviews.
- Directed the acquisition, installation, and maintenance of a 40-workstation system.

Development/Motivation

- Built a large loyal client base through personal attention and quality service.
- Assisted 110 clients in identifying interests, resulting in favorable actions for the firm.
- Wrote persuasive letters and documents, frequently influencing decision-makers.
- Involved personnel in goal sharing, resulting in dramatically increased productivity.

WORK HISTORY

1997-00 Partner, Law Offices of Caldwell, Stevenson & Horton, Cleveland, OH
1995-97 Claims Examiner, Prudential Insurance Company, Cleveland, OH

EDUCATION

J.D., UC Berkeley School of Law, Berkeley, CA
B.S., Marshall School of Business, University of Southern California, Los Angeles, CA

AFFILIATIONS

Board of Directors, Center Theater Group, Los Angeles, CA
Advisory Council, March of Dimes, Los Angeles, CA

USC Career Center

3601 Trousdale Parkway, Student Union 110, Los Angeles, CA 90089-4897

(213) 740-9111 · careers@usc.edu · <http://careers.usc.edu>