

CHOOSE THE BEST RESUME FORMAT FOR YOU

CHRONOLOGICAL

This is the most common Resume type. This resume works well to demonstrate your professional growth in a specific profession. It is suitable for anyone with practical work experience who hasn't suffered too many job changes or prolonged periods of unemployment. By presenting your work history information by dates, beginning with your most recent position, employers will easily see the jobs held and the increasing amount of responsibility.

FUNCTIONAL

This resume works well to demonstrate the professional skills you have developed over the years. It is good to use when you are changing careers, returning to the workplace after a long absence, and for people closer to retirement.

COMBINATION CHRONO-FUNCTIONAL

This resume allows you to highlight your skills and accomplishments and recent work history in chronological order that is much easier to follow. This type of resume has all the flexibility and strength that come from combining both the chronological and functional formats.

TARGETED

Tailored for a specific job you are applying for. This resume works well to showcase the qualifications, accomplishments, and particular aspects of your work history that match closely with the requirements listed in the job description.

Basic Resume Template

Your Name

Phone #

Email

LinkedIn

SUMMARY/PROFILE (Paragraph)

OR

QUALIFICATIONS (Bullets)

- _____
- _____
- _____
- _____

CAN USE BOTH SUMMARY/PROFILE and QUALIFICATIONS

JOB HISTORY

Job Title, Company Name, City, State, Dates

- _____
- _____
- _____

Job Title, Company Name, City, State, Dates

- _____
- _____
- _____

Job Title, Company Name, City, State, Dates

- _____
- _____
- _____
- _____

Job Title, Company Name, City, State, Dates

- _____
- _____
- _____
- _____

EDUCATION AND TRAINING

Degree
School
City, State
Year

Certification/Credential
Year

Action Verbs to Use in a Resume

accelerated	constructed	explained	measured	reproduced
accomplished	contacted	explored	mediated	researched
achieved	continued	facilitated	modeled	resolved
acquired	contracted	figured	modified	responded
activated	convened	financed	molded	restored
adapted	conveyed	focused	monitored	retained
adjusted	coordinated	forecasted	motivated	retrieved
administered	corresponded	formed	named	reviewed
advised	counseled	formulated	negotiated	revised
allocated	created	fostered	observed	rewrote
analyzed	critiqued	founded	obtained	routed
annotated	decided	functioned	operated	scheduled
anticipated	defined	generated	ordered	searched
applied	delegated	governed	organized	selected
appraised	delivered	grouped	originated	served
arranged	demonstrated	guided	outlined	shaped
articulated	derived	helped	oversaw	shared
assembled	designed	identified	perceived	showed
assessed	detected	illustrated	performed	simplified
assigned	determined	immunized	persuaded	solicited
authored	developed	implemented	planned	solved
balanced	devised	improved	planted	specified
briefed	directed	increased	presented	spoke
budgeted	distributed	informed	presided	stimulated
built	drafted	initiated	printed	structured
catalogued	edited	instituted	produced	studied
categorized	educated	instructed	protected	supervised
chaired	effected	interpreted	provided	supported
clarified	elicited	interviewed	publicized	synthesized
cleared	encouraged	introduced	questioned	targeted
coded	established	invented	raised	taught
collaborated	evaluated	investigated	recommended	tested
compared	examined	judged	recorded	trained
compiled	executed	led	recruited	translated
completed	exhibited	listened	reduced	tutored
composed	expanded	maintained	rendered	updated
computed	expedited	managed	repaired	utilized
conducted	experienced	marketed	reported	verified
consolidated	experimented	mastered	represented	wrote

Chronological Resume Sample

Jahmal Jobseeker

Beverly Hills, California 90210
424-071-1224
jahmal.jobseeker24@gmail.com

SUMMARY

Energetic and motivating leader with a proven ability to effectively manage both staff and long and short-term projects. A self-starter and strong independent worker who excels at analyzing products and procedures in order to generate new ideas that improve efficiency and production quality.

WORK EXPERIENCE

COMFORT, INC., *Beverly Hills, CA*

MANAGER (2014-Present)

Manage daily operations of a \$1 million foam insulation company.

- Train and supervise work crews in more efficient product installation techniques resulting in 20% reduction in material waste and reduced labor hours by 45%.
- Instrumental in developing sales team's knowledge in the areas of building science and energy conservation in order to provide customers with the information to successfully plan for, and utilize spray foam insulation.

MILITARY BASE. *Beverly Hills, CA*

DATA NETWORK MANAGER (2012-2014)

Managed command and control data network used to generate video representation of geographic area surrounding the ship. The team consisted of 38 individuals from four departments.

- Production Control Officer - Coordinated the efforts of 135 personnel utilizing 37,000 man hours. Completed 520 jobs totaling over \$4 million during a 13-month refurbishment period.
- Assistant Command Duty Officer - Directed daily routine utilizing a duty section of 600 personnel from 12 different departments.

EDUCATION AND TRAINING

California University, CA. MBA in Finance

University of Puerto Rico, Bachelor of Arts in Business Economics

Functional Resume Sample

Jeanne Jobseeker

Las Vegas, NV 89113
(702) 002-1281
Jeanne.jobseeker81@gmail.com

GOAL

Experienced and versatile professional with strong urban planning as well as people, management, and research skills seeks a position in urban planning and environmental impact analysis with a major city or Fortune 500 company.

SKILLS & QUALIFICATIONS

- Adept at managing urban planning programs and people
- Background as administrator of office operations
- Quality Control
- Urban Planning
- Environmental Impact Mitigation and Research
- Computer Software Tools
- Skilled in Government Guidelines

Administrative: Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

Problem Solving: Designed a waste-management program involving Recycle Ann Arbor and a major book company, intended for the efficient handling of tons of paper, cardboard, plastic, metal, and glass, achieving net savings of \$20,000 per building annually and reducing company disposal obligations.

Management: Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

WORK EXPERIENCE

Senior Process Engineer, September 2018-Present
Zezee Corp., Ann Arbor, NV

EDUCATION

Master of Business Administration (2019); GPA 3.9
University of Nevada, Las Vegas, NV (Online Program)

Combination Chrono-Functional Resume Sample

Bob Hireme

Bel Air, CA 21014

410- 925-1968

Bob.Hireme2020@gmail.com

PROFILE

Results-oriented, high-energy, hands-on professional with 10+ years' experience and a successful record of accomplishments in the blood banking, training, and communication transmission industries.

SKILLS LIST

- Experience in Quality Assurance and Customer Service in Two Industries
- Excellent Communication Skills
- Internal & External Communications
- Experience in Training and Payroll

WORK EXPERIENCE

AMERICAN RED CROSS, *Oakland, CA*

EDUCATION MANAGER / EDUCATION COORDINATOR (February 2013 – Present)

Facilitated successful educational project over the past five years for Northern California blood centers, with FDA regulated manufacturing equipment, as pertaining to CGMP, CFRs, Calif. State and American Association of Blood Bank (AABB) regulations.

Notable Accomplishments:

- Provide daily operational review/quality control of educational accountability to meet regulations.
- Responsible for assuring uncompromised compliance with 23 organizational quality systems.

CORE COMMUNICATION INC., *Sunnyvale, CA*

CABLE TELEVISION SUPERVISOR (May 2008 – February 2013)

Supervised contract support for six AT&T Broadband systems located in the Bay Area.

Notable Accomplishments:

- Provided customer support/resolution, training in telephony and customer care.
- Handled quality control, payroll, special projects/plant extensions, and staff evaluations.

EDUCATION

San Jose State University, San Jose, CA

Bachelor of Science (GPA; 3.8; Major: Administration of Justice; Graduated Cum Laude)

Targeted Resume Sample

John Jobseeker

Arlington Heights, IL 60005

630-634-1234

johnjobseeker1234@gmail.com

SUMMARY OF QUALIFICATIONS

- Experienced manager with expertise in human relations and project management
- Extensive background in staff recruitment and retention
- Staff training and development
- Superb written and oral communication skills
- Organizational and strategic planning
- Management coaching
- Program marketing
- Contract negotiation and compliance

WORK EXPERIENCE

Clinical Director

Riverbend Inc., Chicago, IL 2014 - Present

Senior Management of a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) accredited treatment facility. Responsible for all aspects of program management; clinical, administrative, fiscal.

- Responsible for recruiting, orienting, training and supervising 50 staff, was able to reduce staff turnover from 68% to 14% by improving staff orientation and training, professional development, and mid-level management coaching.
- Leadership in the setting and achieving of strategic and organizational goals.
- Established training programs for staff in regard to all aspects of workplace performance and professional development.
- Program Marketing, increased annual revenue by 38%.

Program Director

R. Dykeman Center, Elgin, IL 2010 - 2014

Administrative, clinical, fiscal and human resources management of a large outpatient mental health center; 60 full time employees and 45 contract employees housed in various locations.

- Responsible for the recruitment and supervision and performance evaluation of clinical, administrative and medical staff.
- Provided training to enhance workplace performance at all levels of staffing.

EDUCATION

University of Chicago, Chicago, IL, Psy.D in Clinical Psychology

Sample Cover Letter

Candace Candidate
222 Any Street Dr
Arlington Heights, IL 60005
johnny.candidate81@gmail.com

January 1, 2020

Mr. John Doe
Manager
ABC Factory
123 Main Street
Arlington Heights, IL 60005

RE: Assistant Factory Manager, Position #1007

Dear Mr. Doe:

Enclosed is my resume for the Assistant Factory Manager position advertised in Monster.com on Dec 31st, 2019. Having over 10 years' experience in the Warehouse field, I feel I would be a great addition to your team.

In my ten years at XYZ Company, I was promoted from a Warehouse Worker, to a Floor Supervisor and recognized for my ability to direct employees, hold them accountable for their work and got bottom-line results for management. Additionally, I was responsible for meeting and exceeding deadlines to ship inventory to customers from 5 days to 3 days.

I have paid my way through community college in addition to working part-time. I know the value of hard work and am ready to bring that work ethic to ABC Factory. I would appreciate an opportunity to interview for the *Assistant Factory Manager* position at your earliest convenience.

Thank you for your consideration.

Sincerely,

Candace Candidate
(123)456-7890

Enclosure-Resume

Sample Thank You Note

Gina Goetter
111 Any Street Dr
Arlington Heights, IL 60005
Ginagotter0012@gmail.com

January 10, 2020

Ms. Helen Hire
Manager
ABC Company
321 Main Street
Arlington Heights, IL 60005

RE: Customer Service Manager, Position #2006

Dear Ms. Hire:

Thank you for taking the time to meet with me on Jan 10, 2020 about the *Customer Service Manager position*.

As we discussed, I have worked in this industry for over 10 years in various positions, from Customer Service Representative to Lead Customer Rep. I will bring strong leadership skills, an outstanding customer service attitude and do whatever it takes to resolve the customers' problems. I have been recognized by management for being able to defuse customers by taking the time to listen to their issues and I know I will be able to continue this skill at your company.

I enjoyed meeting the office staff and touring your facility. This is clearly a quality organization with an emphasis on efficiency and dedication to teamwork. I would consider it a privilege to join your team look forward to hearing from you soon.

Feel free to contact me if you should have any further questions or need my referrals.

Thank you again for your time and consideration.

Sincerely,

Gina Goetter
(098) 765-4321