

PREPARING YOUR RESUME

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A resume is a summary of your experiences, skills and accomplishments. The resume includes more detailed information than a letter of application. Ideally, it should make you stand out in a positive way for an employer and show how you are different from the rest of the applicants. It is one way to get invited to a job interview. Your resume is the first impression a potential employer will have of you; you want it to be a good one!

Types of Resumes

In general, there are two types of resumes – chronological resumes and functional resumes.

Chronological Resume: This kind of resume provides a year-by-year outline of your education, work experiences, and related information. This format of resume is more traditional and is the best choice for those who have continuous work experiences.

Functional Resume: A functional resume highlights clusters of skills and abilities you have obtained from past experiences. This resume type relates these to the job for which you are applying. Individuals with little paid work experiences, those re-entering the job market or those changing careers may decide to use a functional resume.

Key Tips

- List your name and contact information centered at the top of your resume. It is best to avoid placing your name on the left side in case your resume is paper clipped with other materials.
- Develop your career objective to include at least three parts – the type of position you desire, the type of company you would like to work for, and any specific skills you bring to the position. (Including a career objective is optional and not always required for a resume.)
- List your degrees beginning with the most recent one first. Be sure to list any certificates or special trainings you have received.
- Use the heading “experience” instead of “employment”. Using this heading will allow you to list a variety of work experiences including volunteer experiences and internships.
- Be consistent with your formatting and the use of headings.



- Describe your accomplishments and experiences using action words such as addressed, compiled, achieved, implemented, maintained, operated, coordinated, etc. Avoid starting any description of your work experiences with the phrase “responsibilities included”.
- Select references who know you well and have positive things to say about you. It is advisable to use people who are professionals or are well-known in the community. Relatives should not be used as professional references.

Don't worry too much about any gaps in your employment. Instead, focus on what skills you have learned during those times between work. You can list courses, trainings, or volunteer work you did during these gap periods to show that you were still active and learning.

Want More Information?

For additional information, download a copy of UT Extension Publication “W936-C Finding Work – Preparing Your Resume.” To learn more, connect with an Extension agent by contacting your county Extension office.



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