Components of a Résumé

There are two basic types of résumés: Chronological and Skills (sometimes called Functional). The components that are included in a Chronological Résumé can be found on this page and for a Skills Résumé on page two. Review the* JobSearch Guides*: How to Write a Résumé, Sample Chronological Résumés and Sample Skills/Functional Résumés.

Components of a Chronological Résumé

①→

Joseph H. King

②→

1312 Monroe Street
Any Town, NC 99999

(999)756-9023
jhk@internet.net

Job Objective

③→ To obtain a position in sales utilizing my customer service skills and excellent communications and mathematical abilities.

Employment Experience

④→

2009 - present		Product Sales Representative Medical Markets, Inc. Your Town, IL 99999
	Duties:	Inside and outside sales, cold marketing calls, tracking customers orders and merchandising.
1999 - 2009		Sales Assistant K and O Auto Parts MyTown, MA 99999
	Duties:	Assisted sales staff with stocking, customer service and inventory.

⑤→

Education and Training

2005	B.S. in Marketing, North Carolina State University
1999	Associate in Applied Science in Business Administration, MyTown Community College, NC

Skills

⑥→ Customer Service Accounting Sales Database Public Speaking

1. **Name** - Use formal name; no nicknames; example, use Joseph H. King, not Joe King. Type your name in a larger font than the rest of the résumé. After all, that is what you want people to notice and remember: your name. Using a horizontal line under your name like the one in the example makes a nice appearance.

2. **Address/Telephone Number** - You should always use your complete, un-abbreviated address, including zip code. Use a telephone number that will be answered at all times - preferably your own, a cell phone or the phone of a friend who will take messages for you. Always include the area code. You may include your Internet e-mail address.

3. **Job Objective/Position Desired** - Whether you call it a job objective, position desired, job desired or career objective, this should be a brief, clear statement targeting the type of position you want (rather than just one specific job). Adjust this description for each position you seek. This statement should include the skills that enable you to perform the desired job.

4. **Experience/Work Experience** - List most recent job first and then go backward. If work experience is slim, include any unpaid/volunteer experience. Cover gaps in experience with school/home, or whatever you were doing during this time period, rather than leaving it blank. Include dates of employment, job title, company name and location and description of duties performed. Use action words whenever possible to make a positive statement.

5. **Education and Training** - If your education and training is more relevant to the job than your work experience, put this category first; otherwise put it after experience. Include any education and training that is relevant to the job.

6. **Special Skills/Abilities** - You can use this category to cover any other skills and abilities that you want an employer to know. Some examples are: good interpersonal/communication skills, attention to detail, require little or no supervision.

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Decatur, IL 62526
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Components of a Skills/Functional Résumé

①→

Monica L. Smith

②→ 3344 Crown Avenue, YourTown, MO 99999 (999)825-3186 mosmith@Internet.net

③→

Position Desired

A challenging position as an Administrative Assistant using my exceptional clerical, organizational and communications skills.

④→

Professional Skills

Organizational: Extremely well-organized work habits, detail oriented, decision-making and problem-solving skills.

Communications: Excellent oral and written communications skills.

Computer-Related: Proficient in Microsoft Word and Excel, Microsoft Windows and Internet Explorer. Knowledgeable of all office equipment.

⑤→

Work History

2009 - Present Senior Administrative Assistant
Mountain Electric Cooperative, YourTown, MO 99999

2005 - 2009 Receptionist
Pikesville Furniture, YourTown, MO 99999

2000 - 2005 Professional Homemaker and Mother

1997 - 2000 Receptionist/Switchboard Operator
Buddy's Used Cars, Newton, SC 99998

⑥→

Education

A.A.S. Degree Office Systems Technology
YourTown Community College, OurTown, MO 99997

Graduate Newton High School, Newton, SC 99998

⑦→

Organizational Memberships

Missouri Secretarial Group
National Association of Office Workers

1. **Name** - Use formal name. Do not use nicknames. For example use Monica L. Smith, not Mo Smith. Type your name in a larger font than the rest of the résumé. After all, that is what you want people to notice and remember: your name. Using a horizontal line under your name like the one in the example makes a nice appearance.

2. **Address/Telephone Number** - You should always use your complete, un-abbreviated address, including zip code. Use a telephone number that will be answered at all times - preferably your own, a cell phone or a phone of a friend who will take messages for you. Always include the area code.

3. **Job Objective/Position Desired** - Whether you call it a job objective, position desired, job desire or career objective, this should be a brief, clear statement targeting the type of position you want (rather than just one specific job). Adjust this description for each position you seek. This statement should include the skills that enable you to perform the desired job.

4. **Highlights/Qualifications/Professional Skills** - Group all of your relevant skills and abilities into three or four categories sorted by skill area. Try to list these skills and abilities in order of importance to the position desired.

5. **Work History** - A brief history of your work experience including only dates of employment, job title, company name and location. Try to cover gaps in work history with something positive that you were doing during that time.

6. **Education** - Include any relevant education. This is usually listed after work history, but if education is more relevant to position desired, list education first on your résumé, followed by work history.

7. **Organizational/Professional Memberships** - List any memberships or positions held with career-related organizations.

Hint: Complete a **JobSearch Guide** ***Sample Blank Employment Application*** before you start on your résumé. A completed application will help you organize the information that you need for either the Chronological or the Skills résumé. For assistance on completing your job application, review the **JobSearch Guides**: ***How to Complete a Job Application***, ***Sample Blank Employment Application*** and ***Completed Sample Employment Application***.