

**RESUME TEMPLATES**

**AND**

**DEFINITIONS**

**EX-OFFENDER**

**JOB READINESS WORKSHOP**

**BISHOP STATE COMMUNITY COLLEGE**

**CENTRAL CAMPUS**

**WEDNESDAY**

**APRIL 11, 2012**

- 1. Chronological Resume Template**
- 2. Functional Resume Template**
- 3. Combination Resume Template**
- 4. Action Verbs**

## **Functional Resume**

A functional resume organizes your work experience by job function rather than by chronological order. This type of resume emphasizes your skills, abilities and areas of expertise rather than your career history. For instance, a functional resume could be divided into headings as Supervisory Experience, Accounting Experience, Direct Services Experience or Technology Experience. The Career History or Work Experience is listed after the skill categories to show the progression of your career and work history. Please note that some employers find this type of resume confusing as it is difficult to determine where the applicant has performed certain tasks as information from all positions tends to be listed under a designated category and are from the applicant's entire work history.

**Chronological Resume** - A chronological resume is the most common type of resume. It lists your work experience in reverse chronological order. Your most recent work experience is listed first, then the one prior to that and so on. Sample Chronological Resume attached.

**Your Name**

Your Street Address

City, State, Zip Code

Telephone number----Email address

**Objective:**

List your job objective (name of job applying for)

**Education:**

University Name, City, State

Type Degree (state your degree name)

Date you graduated

**Experience:**

**Job Title**

**Company name,**

City, State

Job Description

Dates of Employment

2000-2007

**Job Title**

**Company name,**

City, State

Job Description

Dates of Employment

1999-2000

**Job Title**

**Company name,**

City, State

Job Description

Dates of Employment

1998-1999

**Activities:**

List activities

**Honors/Awards:**

List honors and awards, publications, etc.

**Your Name**

Your Street Address

City, State, Zip Code

Telephone number

Email address

***Objective:***

List your job objective (name of job applying for)

***Summary of Qualifications:***

Summarize your qualifications from each of your past jobs. List those which best fit with the job target

first. Use action Keywords to add energy and strength to your statements.

Quantify your accomplishments whenever possible.

***Employment History:***

**Job Title**

Company name

City, State

Dates of Employment

2000-2007

**Job Title**

Company name

City, State

Dates of Employment

1999-2000

**Job Title**

Company name

City, State

Dates of Employment

1998-1999

***Education:***

**University Name** City, State

Type Degree (state your degree name)

Date

***Activities:***

List activities

***Honors/Awards:***

List honors and awards, publications, etc.



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## FULL NAME

Street Address

City and Province/State, Postal/Zip Code

Phone number

email address

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## CAREER FOCUS

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### PROFILE

In 1 paragraph (4 to 6 lines), write a profile of yourself here. You may include number of years in the business, highly regarded degrees or certifications and a few comments about your strengths and particular areas of expertise. Specific skills include:

- |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| • Related Keyword / Skill | • Related Keyword / Skill | • Related Keyword / Skill |
| • Related Keyword / Skill | • Related Keyword / Skill | • Related Keyword / Skill |
| • Related Keyword / Skill | • Related Keyword / Skill | • Related Keyword / Skill |
- 

### EDUCATION

|                                           |                         |                         |      |
|-------------------------------------------|-------------------------|-------------------------|------|
| Degree, Diploma, Certificate and/or Major | Educational Institution | City and Province/State | Date |
| Degree, Diploma, Certificate and/or Major | Educational Institution | City and Province/State | Date |
| Degree, Diploma, Certificate and/or Major | Educational Institution | City and Province/State | Date |
| Degree, Diploma, Certificate and/or Major | Educational Institution | City and Province/State | Date |

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### COMPUTER SKILLS

- |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| • Detail/ist skill(s) | • Detail/ist skill(s) | • Detail/ist skill(s) |
| • Detail/ist skill(s) | • Detail/ist skill(s) | • Detail/ist skill(s) |
| • Detail/ist skill(s) | • Detail/ist skill(s) | • Detail/ist skill(s) |
- 

### TECHNICAL SKILLS AND KNOWLEDGE

- |                       |                       |
|-----------------------|-----------------------|
| • Detail/ist skill(s) | • Detail/ist skill(s) |
| • Detail/ist skill(s) | • Detail/ist skill(s) |
| • Detail/ist skill(s) | • Detail/ist skill(s) |
- 

### EMPLOYMENT HISTORY

|                                   |               |
|-----------------------------------|---------------|
| Employer, City and Province/State | Dates of Work |
| Employer, City and Province/State | Dates of Work |
| Employer, City and Province/State | Dates of Work |
| Employer, City and Province/State | Dates of Work |

## **Combination Resume**

As the name implies a combination resume format combines the functional and chronological resume formats. A combination resume format may allow you to be very specific when applying for positions. In a combination resume, work, education and other activities are listed in reverse chronological order, but within each work experience the information is listed in categories. An applicant who has had a position with varied responsibilities can list the tasks by category rather than a long list of non-related tasks and responsibilities. Group your tasks and create categories to help your accomplishments stand out.

**Your Name**

Your Street Address

City, State, Zip Code

Telephone number

Email address

***Objective:***

List your job objective (name of job applying for)

***Related Experience:***

Summarize your qualifications from each of your jobs. List those which best fit with the job first. Use action Keywords to your statements. Be excited about it.

***Employment:***

Job Title

Company name, City, State

Dates of Employment

2000-2007

Job Title

Company name, City, State

Dates of Employment

1999-2000

Job Title

Company name, City, State

Dates of Employment

1998-1999

***Education:***

University Name, City, State

Type of degree (state your degree name)

Date

***Activities/Professional Associations:***

List all activities or other items

***Honors/Awards:***

List honors and awards, publications, etc.



# BOSTON COLLEGE CAREER CENTER ~ ACTION VERBS

*Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA*

| Management skills                                                                                                                                                                                                                                                                                                                    | Communication skills                                                                                                                                                                                                                                                                                                                   | Clerical or detailed skills                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| administered<br>analyzed<br>assigned<br>attained<br>chaired<br>contracted<br>consolidated<br>coordinated<br>delegated<br>developed<br>directed<br>evaluated<br>executed<br>improved<br>increased<br>organized<br>oversaw<br>planned<br>prioritized<br>produced<br>recommended<br>reviewed<br>scheduled<br>strengthened<br>supervised | addressed<br>arbitrated<br>arranged<br>authored<br>corresponded<br>developed<br>directed<br>drafted<br>edited<br>enlisted<br>formulated<br>influenced<br>interpreted<br>lectured<br>mediated<br>moderated<br>motivated<br>negotiated<br>persuaded<br>promoted<br>publicized<br>reconciled<br>recruited<br>spoke<br>translated<br>wrote | approved<br>arranged<br>catalogued<br>classified<br>collected<br>compiled<br>dispatched<br>executed<br>generated<br>implemented<br>inspected<br>monitored<br>operated<br>organized<br>prepared<br>organized<br>prepared<br>processed<br>purchased<br>recorded<br>retrieved<br>screened<br>specified<br>systematized<br>tabulated<br>validated |
| Research skills                                                                                                                                                                                                                                                                                                                      | Technical skills                                                                                                                                                                                                                                                                                                                       | Teaching skills                                                                                                                                                                                                                                                                                                                               |
| clarified<br>collected<br>critiqued<br>diagnosed<br>evaluated<br>examined<br>extracted<br>identified<br>inspected<br>interpreted<br>interviewed<br>investigated<br>organized<br>reviewed<br>summarized<br>surveyed<br>systematized                                                                                                   | assembled<br>built<br>calculated<br>computed<br>designed<br>devised<br>engineered<br>fabricated<br>maintained<br>operated<br>overhauled<br>programmed<br>remodeled<br>repair<br>solved<br>trained<br>upgraded                                                                                                                          | adapted<br>advised<br>clarified<br>coached<br>communicated<br>coordinated<br>developed<br>enabled<br>encouraged<br>evaluated<br>explained<br>facilitated<br>guided<br>informed<br>initiated<br>instructed<br>persuaded<br>set goals<br>stimulated                                                                                             |
| Financial skills                                                                                                                                                                                                                                                                                                                     | Creative skills                                                                                                                                                                                                                                                                                                                        | Helping skills                                                                                                                                                                                                                                                                                                                                |
| administered<br>allocated<br>analyzed<br>appraised<br>audited<br>balanced<br>budgeted<br>calculated<br>computed<br>developed<br>forecasted<br>managed<br>marketed<br>planned<br>projected<br>researched                                                                                                                              | acted<br>conceptualized<br>created<br>designed<br>developed<br>directed<br>established<br>fashioned<br>founded<br>illustrated<br>instituted<br>integrated<br>introduced<br>invented<br>originated<br>performed<br>planned<br>revitalized<br>shaped                                                                                     | assessed<br>assisted<br>clarified<br>coached<br>counseled<br>demonstrated<br>diagnosed<br>educated<br>expedited<br>facilitated<br>familiarized<br>guided<br>referred<br>rehabilitated<br>represented                                                                                                                                          |

## RESUME OVERVIEW

| RESUME SECTION          | WHAT TO INCLUDE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HEADING                 | Tell the employer where they can reach you. Typically at the top center of the page type your full name, your complete mailing address with zip code, and your telephone number with area code.                                                                                                                                                                                                                                                                                                                             |
| JOB OBJECTIVE(OPTIONAL) | If you don't choose an object, the employers probably won't choose you. In one short sentence tell the kind of work you are seeking. If you have no experience, state that you are: "Seeking an entry-level position in...."                                                                                                                                                                                                                                                                                                |
| EDUCATION               | Show that you are capable of learning. Include apprentice training, on-the-job training, special workshops, seminars, military training, high school, vocational schools, college, etc. Start with your most recent school or program. On one line give the date of completion, the degree or certificate awarded, the school's name and the city-state address. (you may list a few of the courses you took which would interest an employer)                                                                              |
| SKILLS AND ABILITIES    | Give the first skill needed for the job. Directly under that skill, list the ways in which you have used it (limit to only one line per skill).                                                                                                                                                                                                                                                                                                                                                                             |
| WORK EXPERIENCE         | If you have never worked a day in your life, skip this section. If you do have some experience – full-time, part-time, casual civic, volunteer, or charitable, put it in your resume. Beginning with the most recent employer. In one line, give the date you left that job ("Present", if still employed), your job title, the name of the company, and the company's city-state address. Directly under this line, list your greatest accomplishments (turn duties into accomplishments but don't get carried overboard). |
| MILITARY SERVICE        | If you have never served in the Armed Forces, skip this section. Under the Military Service, give your date of separation, your highest rank and rate, and your branch of service. On the next lines, enter your security clearance, special assignments, special talents, and decorations. List your technical training and on-the-job training under "Education." List your job duties under "Work Experience" and phrase them as accomplishments.                                                                        |
| PERSONAL                | You don't have to explain your age, sex, race, military status, family size, or handicap to anyone. That's the law. You don't even have to include this section in your resume. However, you might want to tell about some of your special talents, skills, interests, accomplishments, or experiences.                                                                                                                                                                                                                     |
| REFERENCES              | Do not list any references on your resume. As space filler, you may say, "References Available Upon Request." You should only list references on a job application. Make sure you have the person's explicit permission to do so.                                                                                                                                                                                                                                                                                           |