



Kankakee Community College
CHARLTON CAREER CENTER

*****Never turn in the same MASTER RESUME for all jobs. Especially if they are not similar career fields. You should always tailor each resume to the new job listing.*****

Format and layout

The three most commonly types of resumes used:

1. **Chronological-** *Focuses on work experience/history* related to the new position. In This resume, you list each location you have worked with typically in reverse chronological order, with the newest or current being your first entry. Use this when you have little to breaks in employment and when your past three or more positions include those that are relevant to your desired position.
2. **Skills-Based (Functional)-** *Focuses on what you are good at, your skills.* Very little emphasis is placed on how many places you've worked and for how long. This allows you to tell the employer what skills you possess that are relevant to the position they are looking to fill. Unfortunately, this format leaves some question about your work history.
3. **Combined-** Focuses on a balance of relevant skills and work history.

It is recommended that you try to get your resume on a one-page format. There are exceptions for those who have extensive experience relevant to the position they are applying for. You can use color themes and graphics on your résumé so long as you don't overdo it. Ensure you have the job listing to your desired new job available so you can tailor your résumé to that.

Professional Summary. - Not required to include in your résumé. However, it can set the tone for the rest of your draft when you highlight your top skills and/or attributes in a 3-5 sentence paragraph (base your skills for this section off the job description and required items on the job listing)

Skills section- Skills section should include a combination of 6-8 hard and soft skills. Hard skills are technical or hands on skills that you can demonstrate proficiency in. Soft skills are unique qualities that you possess such as time management, leadership, communication, teamwork, adaptability, and/or problem solving.

Education- List any education you may have in this (or similar) format:

Kankakee High School
High School Diploma
2015

Kankakee Community College
Associate of Arts in Underwater Basket Weaving
2015

Professional Experience/Work History: A good rule of thumb for entering employment history is only enter 10 years of history or last 3 positions. All bullet points should be accomplishments; not duties or job descriptions, and they should start with a **past tense verb (Identified, Conducted, Attended, Completed, Prepared, etc.)** Try to stick to 3-4 solid bullets. To add weight to them, maybe think of dollar amounts, percentages, number of customers served, homes sold, awards and recognition, number employees you trained, etc.