

Resume Creation: A Cuesta College Career Connections Guide

Review: What is the Purpose of a Resume?

- To show a potential employer your most relevant experience
- To highlight your unique skills
- To pique their interest enough to get an interview

Review: Chronological Resumes

Chronological resumes are more common and what many employers are used to seeing. **This resume format lists your professional experience in reverse-chronological order, beginning with your most recent positions and continuing in descending order.**

Some additional benefits of using a Chronological resume include that they:

- Are more common and are what many employers are used to seeing
- Show progression and growth in your experience easily
- Allow employers to see your most recent experience quickly

Some edits you can make to the traditional Chronological resume format include the following:

- You can add a skills section to your Chronological resume to further expand upon your specific experience
- You can include a technical skills section if you're applying for a position where that is relevant. This may include your knowledge of certain software, tracking systems, writing reports, etc.
- You can include "Soft" skills in your skills section. This includes customer services skills, leadership/supervisory skills, social/interpersonal skills, etc.

Review: Skills-Based Resumes

Skills-Based resumes are less common than Chronological resumes. They **focus on specific skills you have and particular aspects of your experiences, centering on those that are most transferable to the job you're seeking.**

Some benefits of using a Skills-Based resume include:

- They can be helpful when you don't have a lot of previous work experience
- They are beneficial when your work experience does not have a direct correlation to the position, but you have transferable skills

- They are helpful when you are trying to change careers or you have gaps in your work history

When writing a Skills-Based resume, highlight experiences from all facets of your life which relate to your desired position:

- Projects: Personal, professional, or academic
- Volunteer positions
- Internships or fellowships
- Short-term/temporary assignments
- Clubs and any leadership position you held within them

You can include a section for these called **Relevant Experience** or you can be specific to the industry you are targeting by creating an industry-specific section (for example: **Medical Experience, Mechanical Experience**, etc).

You can include a separate section called **Work Experience** to include other less-relevant jobs if you have space.

If you list Volunteer experience, be specific:

- Take note of how many hours you completed
- Keep track of how many community members you served/assisted and projects you completed
- Take note of what skills you developed over the course of your experience

Additional Resume Tips

- Thoroughly **REVIEW THE JOB DESCRIPTION** of the position you're applying for. Be sure to include information in your resume that is directly relevant to this description
- Be sure to **INCLUDE KEY WORDS** from the job description when you can. Some resume scanning software (called ATS) will search for and count these key words moving forward only if you have enough of them!
- **BE MINDFUL OF ATS SOFTWARE AND THEIR LIMITATIONS.** When scanning resumes, ATS software can struggle with excessive formatting or certain file types. It is best to keep your resume "pancake style" – straight across in one column. Avoid resumes templates whenever possible. Save your resume as either a Word or PDF document. Google documents will also work, but be mindful of edits you make to your resume in the future as employers will see them.
- **RESEARCH THE COMPANY OR INSTITUTIONAL DEPARTMENT YOU'RE APPLYING FOR.** Review their website, mission statements, visions, and latest news about them.
- **RESEARCH KEY PEOPLE WHO MAY BE INTERVIEWING YOU.** Look on LinkedIn to see their professional history. See if there are biographies on the company website for current employees.

- **KEEP A MASTER RESUME WHICH INCLUDES ALL POSSIBLE CONTACT YOU MIGHT WANT TO DRAW FROM.** From that master, you can create specific resumes targeted towards individual openings. This will help you make your resumes more effective during the application process.