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Resume Writing Guide

How to Write a Resume

By [Alison Doyle](#), About.com Guide

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Guide to resume writing, including how to create a professional resume, resume format, targeted resumes, and resume samples, examples, and templates.

[How to Create a Professional Resume](#)

Your resume needs to be professional and polished, because if you don't have a professional resume, your application materials probably won't get a second glance from a hiring manager.



Resume Writing

Copyright: Heidi Kristensen

[Resume and Cover Letter Writing Guide](#)

Guide to writing effective resumes and cover letters, including worksheets, resume samples, skills lists, content, appearance, and a proofreading checklist.

[Types of Resumes](#)

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a targeted, chronological, a functional, or a combination resume.

[Resume Samples and Templates](#)

Resume samples that fit a variety of employment situations. These sample resumes and templates provide job seekers with examples of resume formats that will work for almost every job seeker.

[Resume Objectives](#)

When writing a resume, some people choose to state an objective on their resume, rather than including it in the body of their cover letter. Here's how to include an objective when you're resume writing.

[Resume Action Verbs](#)

List of action verbs to use when writing resumes.

[Resume Checklist](#)

Resume checklist - checklist for what to include on a resume.

[Resume Gap](#)

How to explain an employment gap.

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Resume Types: Chronological, Functional, Combination, Targeted

By [Alison Doyle](#), About.com Guide

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Types of Resumes:

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume.

Chronological Resume:

A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first.

Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them.

This type of resume works well for job seekers with a strong, solid work history.

[Sample Chronological Resume](#)

Functional Resume:

A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

[Sample Functional Resume](#)

Combination Resume:

A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

[Sample Combination Resume](#)

Targeted Resume:

A targeted resume is a resume that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted resume than to just click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

[Sample Targeted Resume](#)

Mini Resume:

A mini resume contains a brief summary of your career highlights qualifications. It can be used for networking purposes or shared upon request from a prospective employer or reference writer who may want an overview of your accomplishments, rather than a full length resume.

[Mini Resume](#)

Related Searches [Sample Chronological Resume](#) [Sample Functional Resume](#) [Targeted Resume](#) [Types Of Resumes](#) [Reverse Chronological Order](#) [Networking Purposes](#)

Chronological Resume

Functional Resume

Combination Resume

Types of Resumes

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Resume Tips

Top Ten Resume Writing Tips

By [Alison Doyle](#), About.com Guide

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Need help creating or updating your resume? It certainly can be complicated because your resume is going to be reviewed by software as well as by hiring managers. Review these top resume tips for choosing a resume format, selecting a resume font, customizing your resume, using resume keywords, explaining employment gaps, and more tips for writing interview winning resumes.

[Start With a Resume Template](#)



Copyright PenelopeB

Use a resume template as a starting point for creating your own resume. Add your information to the resume template, then tweak and edit it to personalize your resume, so it highlights your skills and abilities.

[Choose a Basic Font](#)

**Professional
Experience**

Copyright Alison Doyle

When writing a resume it's important to use a basic font that is easy to read, both for hiring managers and for applicant management systems.

[Include All Your Contact Information](#)



Copyright Alison Doyle

It's important to include all your contact information on your resume so employers can easily get in touch with you. Include your full name, street address, city, state, and zip, home phone number, cell phone number, and email address.

[Include Resume Keywords](#)



Copyright Mark Poprocki

Your resume should include the same keywords that appear in job descriptions. That way, you will increase your chances of your resume matching available positions - and of you being selected for an interview.

[Choose the Right Resume Format](#)



Copyright James Tutor

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume. Take the time to customize your resume - it's well worth the effort.

[Prioritize Your Resume Content](#)



Copyright Pall Rao

It's important to prioritize the content of your resume so that your most important and relevant experience is listed first, with key accomplishments listed at the top of each position.

[Write a Custom Resume](#)



It definitely takes more time to write a custom resume, but, it's worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.



Copyright: Heidi Kristensen

[Tailor Your Resume Objective](#)

Obtain a position at ABCD Company where I can maximize my management skills, and my quality assurance, program development, and training experience.

Copyright Alison Doyle

If you include an objective on your resume, it's important to tailor your resume objective to match the job you are applying for. The more specific you are, the better chance you have of being considered for the job you are interested in.

[Tweak for Technology](#)



Copyright Pali Rao

In this competitive job-seeking environment, job seekers need to make sure that their resume stands out from the pack, is selected by talent management systems, and shows, in a professional, no-nonsense way, that the applicant has taken the time and interest to pursue a specific job opening.

[Email Your Resume](#)



Copyright Alison Doyle

When you're sending an email resume, it's important to follow the employer's instructions on how to submit your cover letter and resume. The employer may want your resume attached to the email message and sent in specific format, typically as a Word document or a PDF.

Related Searches [Employment Gaps](#) [Winning Resumes](#) [Resume Keywords](#) [Resume Template](#) [Resume Format](#) [Resume Tips](#)



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Resume Samples

Free Sample Resumes, Examples, and Templates

By [Alison Doyle](#), About.com Guide

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Resume Samples

Before you start work on your resume, review free resume samples that fit a variety of employment situations. These resume examples and templates provide job seekers with examples of resume formats that will work for every job seeker.

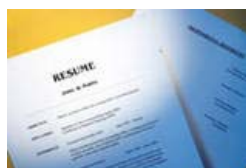


Image Copyright Jim Jurica

Don't just copy a resume example that you like. Instead, choose your resume very carefully. Review resume examples, choose a [type of resume](#) that highlights your strengths and achievements, review [what information to include in your resume](#), and review a typical [resume format](#). Remember, your resume needs to impress the hiring manager enough so you get the interview. That means it needs to be perfect.

Resume Templates and Formats

- [Resume Templates](#)
- [Resume Format](#)
- [Sample Combination Resume](#)
- [Sample Chronological Resume](#)
- [Chronological Resume Example](#)
- [Functional Resume Example](#)
- [Sample Functional Resume](#)
- [Mini Resumes](#)
- [Sample Resume with Accomplishments Section](#)
- [Sample Resume With Skills Section](#)
- [Sample Resume with Summary of Qualifications](#)
- [Sample Targeted Resume](#)

Sample Resume Objective Statements

- [Sample Resume Objectives](#)

Resume Samples - Type of Candidate

- [Student / Entry Level Resume Samples](#)
- [Resume Sample For an Hourly Position](#)
- [Hourly / Hospitality Resume Example](#)
- [Executive Resume Sample](#)

Resume Samples - Special Circumstances

- [Sample Resume - Career Change](#)
- [Sample Resume - Name Change](#)
- [Sample Resume With Volunteer Experience](#)
- [Resume for a Volunteer Position](#)

Resume Samples - Specific Positions

- [Sample Resume - Administrative](#)
- [Resume for Administrative Assistant / Office Manager](#)
- [Sample Resume - Construction](#)
- [Sample Resume for Consulting, Manufacturing and Operations](#)
- [Sample Culinary / Restaurant Resume](#)
- [Customer Service Resume Sample](#)
- [Customer Service Resume Example](#)
- [Early Childhood Education Teacher Resume Example](#)

- [Electrician Resume Sample](#)
- [Engineer Resume Example](#)
- [Engineering Sample Resume](#)
- [Sample Finance Resume](#)
- [Health Insurance / Finance Resume Example](#)
- [Financial / Operations Management Resume Sample](#)
- [Help Desk Technician Resume](#)
- [Help Desk Resume Example](#)
- [Information Technology / Help Desk Support Resume Example](#)
- [Information Technology Sample Resume](#)
- [Resume Example - Human Resources / Management](#)
- [Sample Human Resources Resume](#)
- [Marketing / Public Relations Sample Resume](#)
- [Nurse Resume Example](#)
- [Sample Plumber Resume](#)
- [Sample Resume Professional Writer](#)
- [Programmer / Computer Engineer Sample Resume](#)
- [Retail Resume Sample](#)
- [Software Engineer Sample Resume](#)
- [Sample Teacher Resume](#)
- [Sample Teacher Resume](#)
- [Teaching Abroad / International Education Resume Example](#)
- [Sample Resume - Transportation Planner](#)
- [Sample Resume - Technical / Management](#)
- [Sample Waitress Resume](#)
- [Web Developer Resume Example](#)
- [Sample Writer / Copy Editor Resume](#)
- [Sample Resume Writing and Marketing](#)
- [Veterinarian Sample Resume](#) (PDF)
- [Youth Worker / Recreation Coordinator Resume](#)

Sample Resumes - General

- [General Resume Sample 1](#)
- [General Resume Sample 2](#)
- [General Resume Sample 3](#)

International Resume Samples

- [Sample Chronological French Resume](#)
- [Sample Chronological French Resume](#)
- [Sample Functional French Resume](#)
- [Sample Functional French Resume](#)
- [International Resume Sample](#)
- [Curriculum Vitae Samples](#)

[Share a Resume](#)

If you have a resume you're proud of, here's how to add it to our list.

Resume Articles and Advice

- [Top 10 Resume Writing Tips](#)
- [How to Write a Resume](#)
- [How to Create a Professional Resume](#)
- [Resume Objectives](#)
- [How to Format a Resume](#)

[Letter Samples](#)

Cover letters, job interview thank you letters, follow-up letters, job acceptance and rejection letters, resignation letters, appreciation letters, business letters, and more employment letter samples.

Free Job Search Newsletter

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Please Note: These samples are provided for guidance only. The provided information, including samples and examples, is not guaranteed for accuracy or legality. Letters and other correspondence should be edited to fit your personal situation.

Related Searches [Sample Resume Objective Statements](#) [Chronological Resume Example](#) [Functional Resume Example](#) [Free Resume Samples](#)
[Sample Chronological Resume](#)

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Resume, CV, Cover Letter, and Job Letter Samples

By [Alison Doyle](#), About.com Guide

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Review sample resumes and letters to get ideas for both the formatting and the content of your job search materials. Then, use a template to create your own personalized resumes and letters.

Resume, Cover Letter and Curriculum Vitae Samples

[Sample Resumes](#)

Sample resumes, including chronological, functional, and mini, as well as templates for resume writing.



Cover Letter

Image Copyright Elena Aliaga

[Resume Templates](#)

Use a resume template or a sample as a starting point for creating your own resume. Add your information to the resume template, then tweak and edit it to personalize your resume, so it highlights your skills and abilities.

[Sample Cover Letters](#)

Sample cover letters and templates for a variety of occupations and employment situations.

[Samples for Students](#)

Sample resumes, cover letters and reference letters especially for high school students, and college students and graduates seeking employment.

[Sample Curriculum Vitae \(CV\)](#)

Curriculum vitae samples, formats, and templates.

Sample Employment Letters and Email Messages

[Letter Samples](#)

Letter samples for job seekers, including cover letters, interview thank you letters, follow-up letters, job acceptance and rejection letters, resignation letters, appreciation letters, and more great employment letter samples.

[Letter Templates](#)

Letter templates for applying for jobs including cover letter templates, resignation letter templates, thank you letter templates, and other job search related letter templates.

[Job Search Email Messages](#)

Sample job search email messages including cover letters, thank you letters, resignation letters, and other sample formatted email messages. Also review [job search email etiquette](#).

[Job Application Letters](#)

Writing job application letters, and job application letter samples, examples, and templates to use to write application letters to send with a resume when applying for jobs.

[Follow Up Letter Samples](#)

Follow up letters to send after an interview, and to follow up on a resume or a job application you have submitted.

[Sample Networking Letters](#)

Sample job search networking letters including referral letters, letters of introduction, and networking outreach letters.

[Reference Letter Samples](#)

Sample reference and recommendation letters, letter samples for character references, a reference letter template, and a letter asking for a reference.

[Resignation Letter Samples](#)

Sample resignation letters include a basic letter to say you are leaving, plus formal resignation letter samples thanking your employer.

[Thank You Letter Samples](#)

Thank you letters for job interviews and career assistance, including how to write a thank you letter, who to thank, how to send your thank you letters,

and sample thank you letters.

[More Job Letter Samples](#)

Do you need to reject a job offer or accept one? How about withdrawing your application for the position or making a counter offer? Here are a variety of employment-related letters you can edit to fit your circumstances.

Sample Job Applications

[Sample Job Applications](#)

These sample jobs applications will give you an idea of the information you will need to complete when you fill out an application for employment.

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Please Note: These samples are provided for guidance only. The provided information, including samples and examples, is not guaranteed for accuracy or legality. Letters and other correspondence should be edited to fit your personal situation.

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