



CRAFTING STRONG AND CONCISE RESUMES

Resume Checklist

- ☐ Make sure your resume has no spelling, grammar, or punctuation errors.
- ☐ Your resume should be neat, clean, and professional looking. Use white or ivory bond paper.
- ☐ The layout of your resume should make reading or scanning easy. Large amounts of white space are effective.
- ☐ Give your resume relatively even margins.
- ☐ Record information in a logical fashion.
- ☐ Use a variety of action words to indicate job duties.
- ☐ Omit extraneous and personal information.

Types of resumes

Chronological: List all jobs in reverse order (the most recent first).

Advantage: Easy to follow and preferred by most employers.

Disadvantage: Does not hide flaws in employment history.

Functional: This format lists work experience in terms of one or more specific functions you wish to emphasize (such as Finance, Administrative, or Support Services) and gives the important contributions made in each function. Present job date, etc. in a brief list later in the resume. This type of resume is especially useful if you are changing fields.

Advantage: Takes emphasis off dates and positions, hides downward progression and emphasizes transferable skills.

Disadvantage: Employers may be suspicious of this!