Three Resume Formats

1. **CHRONOLOGICAL FORMAT**
   - This is the most popular format.
   - It helps you to clearly convey your upward career path and continuous employment history.
   - It is most appropriate when the job for which you are applying is the logical next step from your most recent experience.
   - This format will emphasize any gaps in your employment history.

- **FUNCTIONAL FORMAT**
   - This format organizes your experience into functional categories.
   - Instead of focusing on dates and titles, this format highlights your skills.
   - Answers the question "Specifically, what can I do for this employer?"
   - Use this format if you are a first-time job seeker with little or no previous work experience.

- **COMBINATION/TARGETED FORMAT**
   - Use this format if you want to customize your resume for a specific position.
   - All of the information in this resume explains why you are the perfect applicant for this job.
   - This format highlights your most marketable skills and shows how they meet the job's requirements.
   - This format can be used to minimize attention on gaps in your employment history.
   - This format is a good choice if you have the skills for a job, but not the experience.
   - This resume may not be useful for other job opportunities.

If you're not sure which format is best for you, stop by the Learning Center!
We would also be happy to help with drafting and proofreading resumes.

(636)584-6688
general_tutoring@eastcentral.edu

Your Name

Address, City, ST ZIP Code | Telephone | Email

Headline

- A sentence, a personal statement, or bullet points that should catch the reader's attention by briefly stating your job goals and what you have to offer

Education

DEGREE 1 | DATE EARNED | SCHOOL

- Major: Tap here to enter text
- Minor: Tap here to enter text
- Related coursework: Tap here to enter text

DEGREE 2 | DATE EARNED | SCHOOL

- Major: Tap here to enter text
- Minor: Tap here to enter text
- Related coursework: Tap here to enter text

Skills & Abilities

MANAGEMENT

- Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

SALES

- Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, this is the List Bullet style.

COMMUNICATION

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

LEADERSHIP

- Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

Experience

JOB TITLE 1 | COMPANY | DATES FROM - TO

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

JOB TITLE 2 | COMPANY | DATES FROM - TO

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

FIRST NAME LAST NAME

Address · Phone

Email · LinkedIn Profile · Twitter/Blog/Portfolio

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

MONTH YEAR

DEGREE TITLE, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

MONTH YEAR

DEGREE TITLE, SCHOOL

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SKILLS

- List your strengths relevant for the role you're applying for
- List one of your strengths

- List one of your strengths
- List one of your strengths
- List one of your strengths

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.

Joe Applicant

123 Main Street • Oakland, CA 12345 • (123) 456-7890 • joe.applicant@email.com

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EDUCATION COORDINATOR/SUPERVISOR
Effectively managing staffs in both the blood bank and business arenas

Results-oriented, high-energy, hands-on professional with 10+ years' experience and a successful record of accomplishments in the blood banking, training, and communication transmission industries.

Key skills include:

- Experience in Quality Assurance and Customer Service in Two Industries.
- Excellent Communication Skills
- Team Building & Leadership
- Internal & External Communications
- Experience in Training and Payroll

PROFESSIONAL EXPERIENCE

AMERICAN RED CROSS, *Oakland, Calif.*
EDUCATION MANAGER / EDUCATION COORDINATOR (February 2013 – Present)
Facilitated successful educational project over the past five years for Northern California blood centers, with FDA regulated manufacturing equipment, as pertaining to CGMP, CFRs, Calif. State and American Association of Blood Bank (AABB) regulations.
Notable accomplishments:

- Provide daily operational review/quality control of educational accountability to meet regulations.
- Responsible for assuring uncompromised compliance with 23 organizational quality systems.

CORE COMMUNICATION INC., *Sunnyvale, Calif.*
CABLE TELEVISION SUPERVISOR (May 2008 – February 2013)
Supervised contract support for six AT&T Broadband systems located in the Bay Area.
Notable Accomplishments:

- Provided customer support/resolution, training in telephony and customer care.
- Handled quality control, payroll, special projects/plant extensions, and staff evaluations.

EDUCATION & CREDENTIALS

SAN JOSE STATE UNIVERSITY, San Jose, Calif.
Bachelor of Science (GPA; 3.8; Major: Administration of Justice; Graduated Cum Laude), May 2008

Certifications
NCCT Phlebotomy Technician Certification • NCCT Certified • CATV System Technician

Information Technology Skills
Microsoft Office Suite • ADP / Workforce Now • Proficient in Various Payroll Software Systems