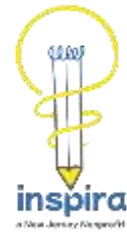


Resume Editing



These are the most common types of resume, you can pick and choose to your style and profession.

Chronological Resume:

This format lists your work experience in reverse chronological order, highlighting your most recent jobs first. It's great for demonstrating a clear career progression.





Functional Resume:

This format emphasizes your skills and accomplishments rather than focusing on your work history. It's useful if you have gaps in your employment or if your work experience isn't directly relevant to the job.

Joe Jobscan

Seattle, WA | (206) 555-5555

joe.jobscan@example.com | linkedin.com/in/joe-jobscan-123

Skills Summary

A few sentences or bullet points listing the most relevant hard skills and soft skills related to the position for which you're applying.

Professional Accomplishments

Major Skill 1

- More detail about the skill and how it relates to the job application
- Examples of projects or situations that utilized this skill
- Measurable results and accomplishments that back up your ability

Major Skill 2

- More detail about the skill and how it relates to the job application
- Examples of projects, measurable results, and accomplishments

Major Skill 3

- More detail about the skill and how it relates to the job application
- Examples of projects, measurable results, and accomplishments

Work History

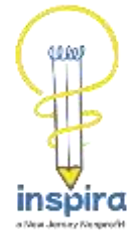
Position 1, Company, Date Started - Date Ended

Position 2, Company, Date Started - Date Ended

Position 3, Company, Date Started - Date Ended

Education

Degree, School, Years



Combination/Hybrid Resume:

This format combines elements of both chronological and functional resumes. It highlights your skills and achievements while also providing a chronological work history.

Harper Kent City, State Zip • (555) 555-1234
harperkent@gmail.com • LinkedIn.com/in/your-name-here

Skills

- **Key Skill** - Brief description of the skill and how you use it.
- **Key Skill** - For management, you'll be expected to have technical hard skills and interpersonal soft skills.
- **Key Skill** - Include hard skills that show off domain knowledge and expertise.
- **Key Skill** - Include people and task-management skills that show you know how to lead a team.

Experience

Company 4, Location (MM/YYYY)-Present
Job Title

When writing your experience section for a management position, be sure to focus on the teams you managed and the outcomes they were able to achieve. Tailor your resume by focusing on skills and accomplishments that relate to the job description, rather than simply listing your day-to-day duties.

Company 3, Location (MM/YYYY)-(MM/YYYY)
Job Title

Try replacing some of your duties with measurable results and accomplishments rather than duties. Remember, "duties tell, accomplishments sell." To create a strong measurable result, try this format: [Action verb] [brief explanation of accomplishment] resulting in [quantifiable outcome]. Using %, \$, etc. will draw the eye and make an impact!

Company 2, Location (MM/YYYY)-(MM/YYYY)
Job Title

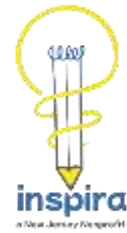
Keep your sentences short and to the point. This will make it easier for a recruiter or hiring manager to read or skim. For your more recent positions, really play up your management skills. Your older positions will give you an opportunity to delve deeper into your technical know-how and hard skills.

Company 1, Location (MM/YYYY)-(MM/YYYY)
Job Title

Recruiters like to see the arc of your career. Make sure your resume conveys how your responsibilities have increased from one stop to the next. It's OK to leave positions off your resume if they aren't relevant to the job you're pursuing. Unless the experience is crucial, you can also go into fewer details on older positions.

Education and Certifications

- Degree, Graduation Year (YYYY)
College Name, Location
- List additional certifications obtained or management trainings completed



Targeted Resume:

This type of resume is tailored specifically for the job you're applying to. It focuses on skills and experiences relevant to the position, showcasing your fit for the role.

YOUR NAME

123 Your Address, City, State 12345
(xxx) xxx-xxxx
your_email@gmail.com

[Unique adjective, like "Spirited"] [Your job title] with [# of years] of experience [your most impressive, job-specific accomplishment]. Skilled at [your relevant skills]. Looking to [relevant benefit you'll provide the company] as a [Target Job Title] at [Company Name].

PROFESSIONAL EXPERIENCE

COMPANY NAME **City, State**
Job Title Month Year–Present

- [Action verb] your most relevant achievement or an example of a job-specific skill]
- [Action verb] your next most relevant achievement or an example of a job-specific skill]
- [Action verb] your next most relevant achievement or an example of a job-specific skill]
- [Action verb] your next most relevant achievement or an example of a job-specific skill]

COMPANY NAME **City, State**
Job Title Month Year–Month Year

- [Action verb] your most relevant achievement or an example of a job-specific skill]
- [Action verb] your next most relevant achievement or an example of a job-specific skill]
- [Action verb] your next most relevant achievement or an example of a job-specific skill]
- [Action verb] your next most relevant achievement or an example of a job-specific skill]

EDUCATION

SCHOOL NAME **City, State**
Degree or Diploma Title Graduation Month Year
Latin Honors and/or GPA

ADDITIONAL SKILLS

- Job-specific skill #1
- Job-specific skill #2
- Job-specific skill #3
- Job-specific skill #4
- Job-specific skill #5
- Job-specific skill #6