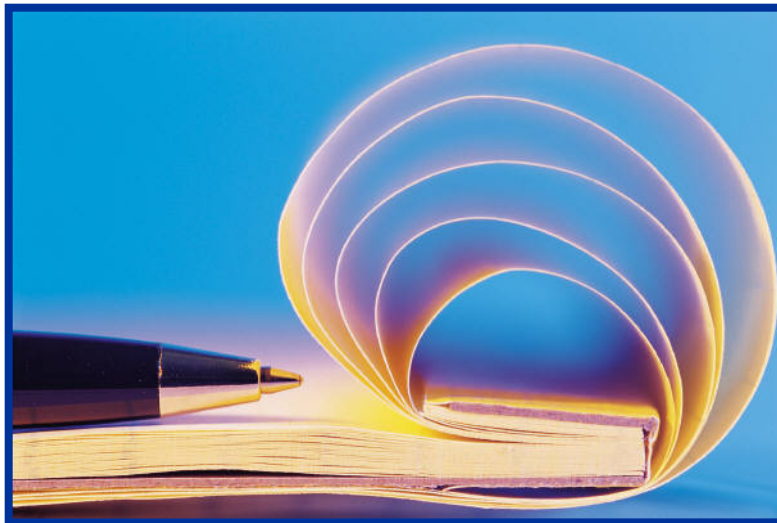




RESUME WORKBOOK:

- **Resume Styles Reviewed**
- **Chronological Style Resume Workbook**
- **Combination Style Resume Workbook**
- **Functional Style Resume Workbook**



**A compilation organized
by TQM Consulting in association with the
Kamloops Work Search Centres
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Resume Styles Reviewed – Chronological, Combination, and Functional

There are a variety of resume styles to choose from when applying for work. What style you use will depend on your skills, experience and the position for which you are applying for. Two commonly used resume styles are the **Chronological** and the **Combination**

- A **Chronological** resume is the most frequently used resume style in Kamloops. It lists work experience from the most recent to the least recent and provides details about each position's duties.
- A **Combination** resume lists experiences in skill clusters and focuses on transferable skills and abilities. It may be appropriate for career changers or for those with varied work experiences.
- A **Functional** resume, much like the Combination style, lists your experience in skill clusters and focuses on transferable skills and abilities. The **Functional** style differs from the **Combination** in that all dates are removed from the Functional style resume and there is no chronological listing of employment history.

The chart below provides a quick comparison between these 3 different styles. You will notice that, although some of the resumes will feature different sections, there are some basic components that remain the same, regardless of the style.

| Chronological | Combination | Functional |
|--|-----------------------------|---|
| General Contact Information | General Contact Information | General Contact Information |
| Objective Statement | Objective Statement | Objective Statement |
| Summary of Qualifications | Summary of Qualifications | Summary of Qualifications |
| Work Experience | Skills & Accomplishments | Skills & Accomplishments |
| Education / Training | Work History | Work / Volunteer History (only insert if it applies) |
| Volunteer / Interests (only insert if it applies) | Education / Training | Education / Training |
| References | Volunteer / Interests | Interests |
| | References | References |

Use this workbook along with the “Resume” handout. More information on resumes is available in the resource library. Please ask a Client Assistance Officer for additional assistance or book an appointment to work with an Employment Advisor or Job Coach on a one-to-one basis.

Chronological Style Resume Template

Step 1: General Contact Information:

- *When including your phone number(s), be sure to outline whether it is a home, cell, or message number.*
- *When including your e-mail address, remember that employers will use it to contact you professionally - avoid using inappropriate nicknames.*

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Step 2: Job Objective:

- *Identify a well-defined job objective. Be specific: include the position title and the name of the company or organization where you are applying to.*



Step 3: Summary of Qualifications:

- *Refer to the job posting (if possible) and highlight your experience, abilities and personal characteristics that will match the position.*
- *Include the number of years of experience (paid and unpaid) that are relevant to the target position.*
- *Include achievements related to the position. Figures and statistics are powerful and will be noticed by the employer.*
- *Be sure to include any education or training that is **directly** related to the position you are seeking.*
- *4 to 5 points is a common amount to list, but no more than 6 points!*



Step 4: Work Experiences:

- *Detail your work experiences, starting with the most recent.*
- *Do not go back in your employment history more than 10 years unless relevant.*
- *Using point form, state your position in the company, your essential functions, responsibilities or products that were managed, the achievements you accomplished, etc.*
- *Begin each bulleted statement with an action word (refer to the “Power Words” handout in the resource library).*

Job Title: _____ Date of Employment: _____

Employer: _____ Employer’s Location: _____

▶ _____

▶ _____

▶ _____

▶ _____

Job Title: _____ Dates of Employment: _____

Employer: _____ Employer’s Location: _____

▶ _____

▶ _____

▶ _____

▶ _____

Step 4: Work Experiences Continued:

Job Title: _____ Dates of Employment: _____

Employer: _____ Employer's Location: _____

- ▶ _____

- ▶ _____

- ▶ _____

Job Title: _____ Dates of Employment: _____

Employer: _____ Employer's Location: _____

- ▶ _____

- ▶ _____

- ▶ _____

Job Title: _____ Dates of Employment: _____

Employer: _____ Employer's Location: _____

- ▶ _____

- ▶ _____

Chronological Style Resume Template Continued

Step 5: Education:

- List your education in reverse chronological order, beginning with your most recent start and completion dates (include in-progress education).
- Primarily include information about the highest level of education acquired (degree, post secondary courses, or grade if no post secondary education was attained).
- If relevant, also outline specific courses you took using the full course name. (ie: instead Psych 111, it will be "Introduction to Psychology").
- Only include your high school information if you are seeking employment that specifies a minimal level of education (and you don't have higher), you have recently graduated, or the employer asks specifically for Grade 12 in the posting.

Dates of Education: _____ Degree/Diploma: _____

School Name: _____ Location: _____

Relevant Courses: _____

Dates of Education: _____ Degree/Diploma: _____

School Name: _____ Location: _____

Relevant Courses: _____

Dates of Education: _____ Degree/Diploma: _____

School Name: _____ Location: _____

Relevant Courses: _____

Step 6: Certification/Training

- List the name of each workshop/certificate and the date attended/completed.
- Generally provided under a separate heading from the education section.

Dates of Training: _____ Certificate: _____

Dates of Training: _____ Certificate: _____

Dates of Training: _____ Certificate: _____

Chronological Style Resume Template Continued

Step 7: Volunteer Experience:

- *Only include volunteer work if relevant to the position.*
- *Detail your volunteer experience, starting with the most recent.*

Dates of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Dates of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Dates of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Step 8: Interests:

- *Some people believe this section is irrelevant and others feel it offers a better understanding of you as a person.*
- *Generally only use if your personal interests relate to the job you are applying for or if you feel the need to fill out your resume (as you have little work experience).*
- *List interests that distinguish you and catch the eye of the recruiter. For example, you might mention that you are involved in team sports (shows teamwork, healthy lifestyle, outgoing attitude), are interested in reading history books (shows literary knowledge, interest in the past) and so on.*

▶ _____

▶ _____

▶ _____

▶ _____

▶ _____

Step 9: References:

- *Kamloops employers state they like prospective employees to include **at least three** work or volunteer references.*
- *Character references may be used if other references are not available.*
- *Potential references would include former employers, supervisors, professors, clergy, teachers, neighbours, high school counsellors, coaches, university staff members, and volunteer coordinators.*
- *Be sure to ask your references for permission before you distribute their names and contact information.*
- *References should be updated regularly and tailored to the position for you are applying.*
- *If you choose to not include your references on your resume, but supply them later, the heading "References" should still be provided with a brief statement indicating that they will be supplied at a later time (e.g. References Available at Time of Interview).*

Person's First and Last Name: _____

Company/Organization Name: _____

Address: _____

Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Address: _____

Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Address: _____

Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Address: _____

Contact Number: _____

Combination Style Resume Template

Step 1: General Contact Information:

- *When including your phone number(s), be sure to outline whether it is a home, cell, or message number.*
- *When including your e-mail address, remember that employers will use it to contact you professionally - avoid using inappropriate nicknames.*

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Step 2: Job Objective:

- *List a well defined job objective here. Be specific; include the position title and the name of the company or organization you are applying to.*



Step 3: Summary of Qualifications:

- *Refer to the job posting (if possible) and highlight your experiences, abilities, and personal characteristics that will match the position.*
- *Include the number of years of experience (paid and unpaid) that are relevant to the target position.*
- *Include achievements related to the position. Figures and statistics are powerful and will be noticed by the employer.*
- *Be sure to include any education or training that is **directly** related to the position you are seeking.*
- *4 to 5 points is a common amount to list, but no more than 6 points!*



Step 4: Skills & Accomplishments:

- Refer to the job posting (if possible) and highlight your skill sets that match the position.
- Choose only the skills that are relative to the job you are applying for.
- Ideally you want 3 to 5 bulleted points under each skill heading that describes your experiences (presenting your background effectively).
- Include facts, figures or specific instances in which you demonstrate that skill.
- Start each bulleted point with an action word (see the "Power Words" handout found in the resource library).

Example:

Administration

- Prepared correspondence and staff schedules on computer.
- Co-coordinated client appointments, business meetings and staff events.
- Proven ability to organize and maintain legal forms, reports and files.
- Assisted with budget projections and monthly financial operations.

Top Skill: _____

- ▶ _____
- ▶ _____
- ▶ _____
- ▶ _____

Second Top Skill: _____

- ▶ _____
- ▶ _____
- ▶ _____
- ▶ _____

Third Top Skill: _____

- ▶ _____
- ▶ _____
- ▶ _____

Combination Style Resume Template Continued

Step 5: Work History:

- Simply list (starting with the most recent) the job title, name of employer, location of company (city and province), and dates of employment.
- **Do not** provide information on job duties, achievements, etc. These should be listed above, within the skill sets.
- Keep it brief.
- No need to go back in your employment history more than 5-10 years.

Date of Employment: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Date of Employment: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Date of Employment: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Step 6: Education:

- *List your education in reverse chronological order, beginning with your most recent including completion date (include in-progress education).*
- *Primarily include information about the highest level of education acquired (degree, post secondary courses, or grade if no post secondary education was acquired).*
- *If relevant, also include specific courses using the full course name.
(ie: instead Psych 111, it will be "Introduction to Psychology").*
- *Only include your high school information if you are seeking employment that specifies a minimal level of education (and you don't have higher) or if you have recently graduated or specifically requested by potential employer.*

Date of Education: _____ Degree/Diploma: _____

School Name: _____ Location: _____

Date of Education: _____ Degree/Diploma: _____

School Name: _____ Location: _____

Combination Style Resume Template Continued

Step 7: Certification/Training

- List the name of the workshop/certificate and the date attended/completed.
- Generally provided under a separate heading from the education section.

Date of Training: _____ Certificate: _____

Date of Training: _____ Certificate: _____

Date of Training: _____ Certificate: _____

Step 7: Volunteer Experience:

- Only include volunteer work if relevant to the position.
- Detail your volunteer experiences, starting with the most recent.

Date of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Date of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Date of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Step 8: Interests:

- Some people believe this section is irrelevant, others feel it offers a better understanding of you as a person.
- Generally only used if your personal interests relate to the job you are applying for.
- List interests that distinguish you and catch the eye of the recruiter. For example, you might mention that you are involved in team sports (shows teamwork, healthy lifestyle, outgoing attitude), are interested in reading history books (shows literary knowledge, interest in the past) and so on.

▶ _____

▶ _____

Combination Style Resume Template Continued

Step 9: References:

- *Kamloops employers state they like prospective employees to include **at least three** work or volunteer references.*
- *Character references may be used if other possibilities are not available.*
- *Potential references would include, but not be limited to: former employers, supervisors, professors, clergy, teachers, neighbours, high school counsellors, coaches, university staff members, and volunteer coordinators.*
- *Be sure to ask your references for permission before you distribute their names and contact information.*
- *References should be updated regularly and tailored to the position for which you are applying.*
- *If you choose to not include your references on your resume, but supply them later, the heading "References" should still be provided with a brief statement indicating that they will be supplied at a later time (e.g. References Available at Time of Interview).*

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Company/Organization Name: _____

Location: _____

Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Location: _____

Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Location: _____

Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Location: _____

Contact Number: _____

Functional Style Resume Template

Step 1: General Contact Information:

- *When including your phone number(s), be sure to outline whether it is a home, cell, or message number.*
- *When including your e-mail address, remember that employers will use it to contact you professionally - avoid using inappropriate nicknames.*

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Step 2: Job Objective:

- *List a well defined job objective here. Be specific; include the position title and the name of the company or organization you are applying to.*



Step 3: Summary of Qualifications:

- *Refer to the job posting (if possible) and highlight your experience and personal characteristics that will match the position.*
- *Include the number of years of experience (paid and unpaid) that are relevant to the target position.*
- *Include achievements related to the position. Figures and statistics are powerful and will be noticed by the employer.*
- *Be sure to include any education or training that is **directly** related to the position you are seeking.*
- *4 to 5 points is a common amount to list, but no more than 6 points!*



Step 4: Skills & Accomplishments:

- Refer to the job posting (if possible) and highlight your skill sets that match the position.
- Choose only the capabilities that are relative to the job you are applying for.
- Ideally you want 3 to 5 bulleted points under each skill heading that describes your experience (presenting your background effectively).
- Include facts, figures or specific instances in which you demonstrated that skill.
- Start each bulleted point with an action word (see the “Power Words” handout found in the resource library).

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Administration

- Prepared correspondence and staff schedules on computer.
- Co-coordinated client appointments, business meetings and staff events.
- Proven ability to organize and maintain legal forms, reports and files.
- Assisted with budget projections and monthly financial operations.

Top Skill: _____

- ▶ _____
- ▶ _____
- ▶ _____
- ▶ _____

Second Top Skill: _____

- ▶ _____
- ▶ _____
- ▶ _____
- ▶ _____

Third Top Skill: _____

- ▶ _____
- ▶ _____
- ▶ _____
- ▶ _____

Functional Style Resume Template Continued

Step 5: Work History:

- List the amounts of your relevant work experience, breaking it down into areas/job titles (e.g. 14 years experience as a Bartender, 3 years experience as a Cook)
- **Do not** provide information on job duties, achievements, etc. These should be listed above within the skill sets.

▶ _____

▶ _____

▶ _____

Step 6: Education:

- List the name of the certificate/diploma/degree.
- Omit any completion dates.

▶ _____ Degree

▶ _____ Diploma

Step 7: Certification/Training:

- List the name of the workshop/certificate.
- Omit any completion dates.

▶ _____ Certificate ▶ _____ Certificate

▶ _____ Certificate ▶ _____ Certificate

Step 8: Volunteer Experience:

- Only include volunteer work if relevant to the position.
- Detail your volunteer experience, starting with the most recent.

Date of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Date of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Date of Volunteer Work: _____ Job Title: _____

Employer: _____ Employer's Location: _____

Functional Style Resume Template Continued

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- *List interests that distinguish you and catch the eye of the recruiter. For example, you might mention that you are involved in team sports (shows teamwork, healthy lifestyle, outgoing attitude), are interested in reading history books (shows literary knowledge, interest in the past) and so on.*



Step 10: References:

- *Kamloops employers state they like prospective employees to include **at least three** work or volunteer references. Character references may be used if other possibilities are not available.*
- *Potential references would include, but not be limited to: former employers, supervisors, professors, clergy, teachers, neighbours, high school counsellors, coaches, university staff members, and volunteer coordinators.*
- *Be sure to ask your references for permission before you distribute their names and contact information.*

Person's First and Last Name: _____

Company/Organization Name: _____

Address: _____ Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Address: _____ Contact Number: _____

Person's First and Last Name: _____

Company/Organization Name: _____

Address: _____ Contact Number: _____