

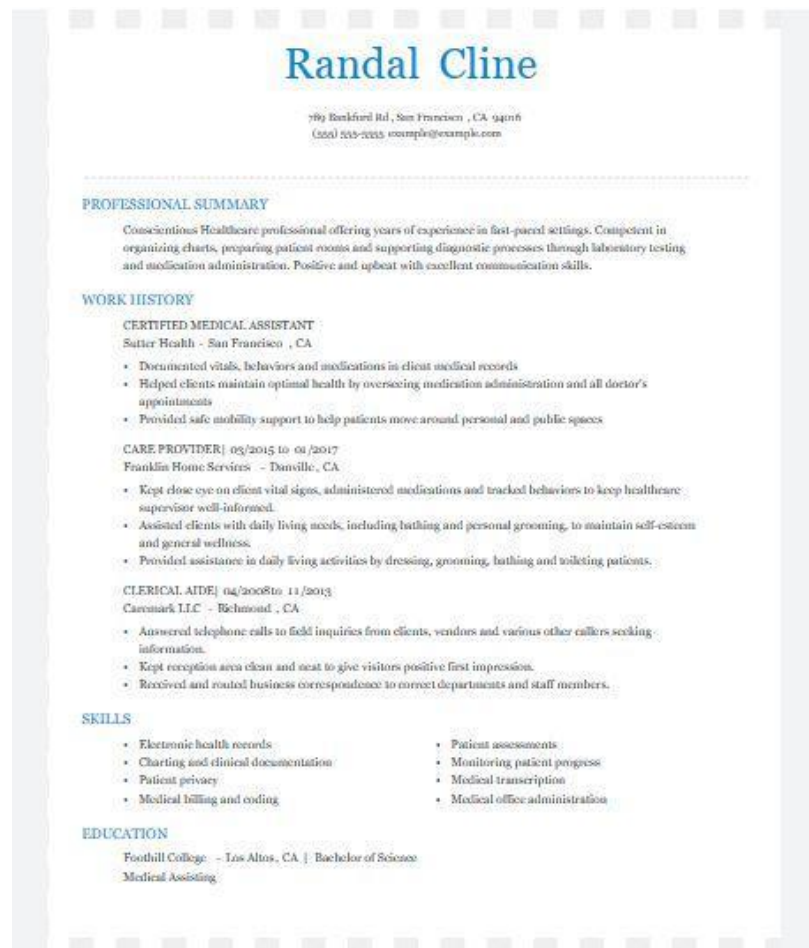


Inspira by Bessie Green Tips on Resume Editing

These resume formats offer versatility, allowing you to select the one that best fits your personal style and professional background. Whether you're embarking on your first "big adult" job or navigating your path as a young professional, these styles can adapt to showcase your unique qualifications effectively. The key lies in knowing how to present yourself authentically. For any inquiries, please reach out to us at info@inspiranj.org. We're here to help you succeed in your career journey. Remember to follow us on social media for any updates!

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@email.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



Remember:

Chronological Resume: This format presents your work experience in reverse chronological order, starting with your most recent job and working backward. It emphasizes a clear career progression over time.

Key Features:

- Highlights steady career growth.
- Showcases a consistent work history.
- Ideal for applicants with a strong and stable employment background.
- Best Suited For: Individuals with a linear career path or those seeking to highlight a strong work history.

Functional Resume: The functional resume emphasizes your skills, accomplishments, and qualifications rather than focusing on your chronological work history. It's beneficial for showcasing relevant skills and abilities, especially when your work experience isn't directly related to the job you're applying for.

Key Features:

- Highlights skills and achievements rather than job titles and dates.
- Useful for applicants with employment gaps or career changes.
- Focuses on transferable skills applicable to the desired position.
- Best Suited For: Candidates with diverse experiences, career changers, or those with employment gaps.

Combination/Hybrid Resume: This format combines elements of both chronological and functional resumes. It showcases your skills and accomplishments while also providing a chronological work history section. It offers the flexibility to highlight relevant skills and experiences while demonstrating career progression.

Key Features:

- Balances skills and achievements with a chronological work history.
- Allows customization based on the job requirements.
- Offers a comprehensive overview of your qualifications.
- Best Suited For: Applicants looking to highlight both their skills and work history, especially when transitioning between industries or showcasing diverse experiences.

Targeted Resume: A targeted resume is tailored specifically for the job you're applying to. It focuses on highlighting skills, experiences, and accomplishments relevant to the position, showcasing your alignment with the job requirements and employer's needs.

Key Features:

- Customized to match the job description and requirements.
- Highlights specific qualifications and achievements relevant to the role.
- Demonstrates a strong fit for the position and employer.



- **Best Suited For:** Candidates applying for specific roles where tailoring the resume to the job description is essential for standing out.

Each resume format serves different purposes and is tailored to meet the unique needs of the job, career goals, experiences, and the requirements of the positions. Choosing the right format can significantly impact how effectively you present your qualifications and secure opportunities in your desired field.