



Reshape Your Résumé

Time Isn't Always of the Essence

When most people think of a résumé, they likely think first of the chronological—time-ordered—style. It is definitely useful, judging by its continued popularity. It is not the only type of résumé, however. Below we discuss two of the major styles and their particular strengths.

Chronological: This is probably the most common résumé format. It lists the applicant's experience and education in a reverse chronological order. It works best for two basic types of people:

1. Those whose work history shows steady employment in the field in which they are now looking for a new job;
2. Those who may not have a lot of work experience in the chosen field but whose education in that field is a strength.

In the first case, the résumé should probably begin with the work history, while in the second case, the résumé should probably highlight education by listing it first.

Functional: This style of résumé lists the applicant's abilities and achievements in order of importance. It usually includes a brief summary of the work history near the end of the résumé. Because the history is near the end, it is de-emphasized; the format is useful for those who are changing careers and those with gaps in their work history.

The functional format is also useful to those who want to include experience obtained in places other than on the job, such as volunteer work, experience gained at home, and so on. The format lets the applicant highlight in his/her history the skills and abilities that would be most attractive to a potential employer while at the same time it downplays the actual work history.

On the reverse of this sheet are examples of each of these two styles of résumé.

For more models of résumés or further assistance with résumé writing or career counseling, contact

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SAB 50

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OBJECTIVE

A management position in employee training, retraining, and manpower development.

PROFESSIONAL SKILLS

Test Administration	Data Analysis	Job and Interest Analysis
Public Speaking	Needs Assessment	Vocational Counseling
Career Counseling	Program Evaluation	Program Development
	Grant Writing	

PROFESSIONAL EXPERIENCE

Designed and implemented career guidance programs for high school students and adults.
 Wrote career guidance materials that have received national attention.
 Consulted for local, county, state and national levels on a variety of career development and personal growth topics.
 Received Outstanding Career Guidance Educator Award from the National Association of Manufacturers.

EDUCATION

M.Ed.	Illinois State University Vocational Guidance and Counseling	1984
B.A.	Illinois State University English	1979

EMPLOYMENT

1991-pres.	International Bottlers and Wholesalers, Girard, IL	Human resources training specialist
1985-91	Maine South High School, Park Ridge, IL	Counselor
1979-85	Lake Zurich High School, Lake Zurich, IL	English teacher/ part-time career counselor

REFERENCES

Please refer to the accompanying application letter.

Example of a Functional Résumé

Example of a Chronological Résumé

RONALD L. EVANS, R.N.
 28994 South Norman Street
 Mt. Holyoke, IN 47289
 Tel: (414)344-6890

EDUCATION:	Ball State University, Muncie, IN	Expected 12/98
	M.S. Nursing	
	Eastern Illinois University, Charleston, IL	6/88
	B.S. Nursing	

EMPLOYMENT HISTORY:

7/97-pres. Case Manager, At-Home Care, Muncie, IN
 Performed twenty to thirty skilled nursing visits and Home Health Aide supervisory visits per week.
 Designed Nursing Plan of Treatment to State specifications.
 Designed and implemented OSHA bloodborne pathogen education program.
 Supervised instruction of Certified Nursing Assistant skills.

6/88-6/94 Patient Care Coordinator, East Muncie Home Health, Muncie, IN
 Coordinated patient care at a rural Home Health agency.
 Supervised Registered Nurses, LVN's and Home Health Aides in conjunction with the Home Health Director.
 Acted as interdisciplinary liaison for physicians, physical therapist, speech therapist and social services, coordinating patient care.
 Assisted Home Health Director with setting and implementing policy in accordance with Medicare and Title XXII legislation.
 Designed initial assessment and skilled nurse notes to increase nurse awareness of patient condition.
 Discharged duties as a Registered Nurse.

9/87-5/88 Nurse Apprentice, Charleston Medical Center, Charleston, IL
 Worked twenty-four hours per week on the Acute Surgical Floor, providing basic client care, and assisting in nursing procedures while attending nursing school.

OTHER:
 Home Health Manager Certification Program, 1994; varied continuing education credits for occupation health, available on request; member of the Indiana HIV/AIDS Task Force; honorable discharge from the U.S. Navy; graduated in top 10 percent of B.S.N. class.

REFERENCES: Available upon request.

D. Woken 6/98