



## Help With: Resumes

There is no one perfect way to write a resume; they are a balance between concise information, clear visual presentation, and a personalized touch. But generally resumes should be short and straightforward. Cover letters and letters of introduction are the place to add background information. People who make hiring decisions might scan a resume for only a few seconds before making a judgment, and resumes where necessary information is buried in a tangle of detail are more likely to be discarded.

There are three general ways to structure a resume. Pick the style which plays up your strengths, and don't be afraid to tailor a resume to an individual job opening.

1. **Chronological:** This type of resume is the most common. It lists experience in a strict time sequence with the most recent experience first. This format works best for people who want to stress their work experience or education.
2. **Functional:** This type of resume lists your experiences by skill areas. For example, your skill areas might include supervision and customer service. Then, under each of these categories, you can describe the skills you have gained from all your work and volunteering. This format can be effective for those who have less formal work experience.
3. **Combination:** This type of resume is a combination of the chronological and the functional. This type of resume can effectively target skills required by specific employers.

Here are some tips for better resume writing:

- Use clean paper and a good ink cartridge. Using creased paper with faded or smudged ink is not a good way to make a first impression.
- Use 11-12 point text in a legible font. Resist the temptation to have your name in 96 point fonts or to use lacy script. Use a conventional font such as Times New Roman or Ariel.
- A table or graphic is fine, but keep the visuals simple and uncluttered.
- Don't be afraid to have two pages. A resume shouldn't waste space with excess detail, but neither should you try to jam everything into one page and sacrifice legibility. A high-school graduate might need one page, but someone in their 50s might need several pages.
- Be clear and concise. Use bullet points and edit down your text to its minimum.
- Use action words. Words like *prepared*, *managed*, *developed*, *monitored*, and *presented* will cause your resume to stand out, and are concise. It takes less space to say, "Managed busy training department" than "My job was managing a training department."
- Highlight your strengths. Do not brag or fabricate, but do customize the resume to accentuate your strengths. Never apologize for a weakness. If you're older and don't want to draw attention to your age, omit it. If you don't have a great deal of work experience, emphasize your education or volunteer experience.
- Omit highly personal details. It's good to talk about the languages you speak, but the reader doesn't care about your talent show prize or your height or weight. List religious or political affiliations only for those jobs where it is relevant.
- Everyone can use Microsoft Word and the internet. Leave out such obvious skills.
- Have a professional e-mail address. No one is going to hire [beerhound26@yahoo.com](mailto:beerhound26@yahoo.com).

*Sample resume*

Ima Applicant  
 333 Territory St. Washington, NV  
 702-555-1212  
[imaapplicant@gmail.com](mailto:imaapplicant@gmail.com)

**Objective**

- To further my knowledge and experience in the hospitality industry

**Education**

Acme University May 2010  
 Seoul, Korea  
 Bachelor of Science in Hospitality Management

Arthur Fonzarelli High School January 2006  
 Everett, WA  
 Advanced High School diploma

**Work Experience**

South Puget Sound Community College Walla Walla, WA  
 Baking & Pastry Arts Instructional Assistant Jan. 2006 - Jan. 2007

- Helped professors during laboratory and classroom instruction
- Developed new catering menus, including: banquet, buffet and take-out

Indian Summer Golf and Country Club Riboflavin, WA  
 Bartender Feb. 2006 – Aug. 2006

- Provided a high-level service of food and beverage in the clubhouse
- Assisted in training of new team members

**Awards and Associations**

- American Hotel and Lodging Association Certified 2007
- Court of Master Scholarship Winner 2006

**Languages Spoken**

- English, Korean and some French

**References**

- Available upon request