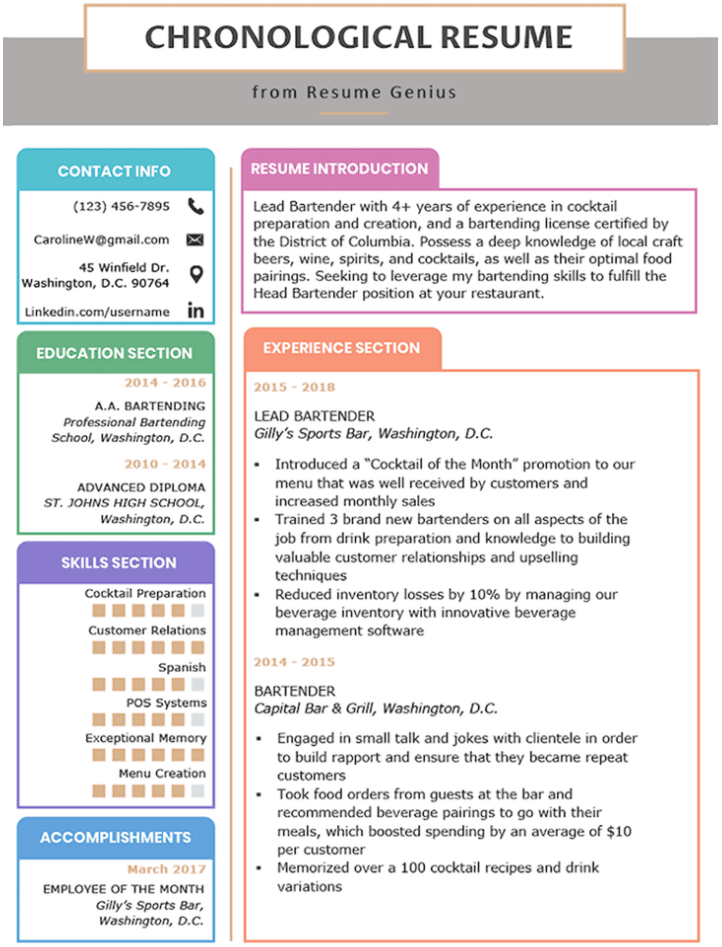
How to Write A Resume

Writing a resume is the first step in applying for a job. A resume provides the potential employer with a shortened, but comprehensive overview of your academic, extra-curricular and prior work experiences. The goal of a resume is to present yourself in the best light possible by highlighting your strengths and accomplishments within professional settings.

Types of Resumes

There are two styles of resume writing. The first, chronological resumes, are the most commonly used, and most widely accepted. Chronological resumes emphasize current experiences by ordering information from present to past. For example, when using a chronological resume style, you would first place the name of the job you are currently working at, and below that, you would list the job you had before your current one.



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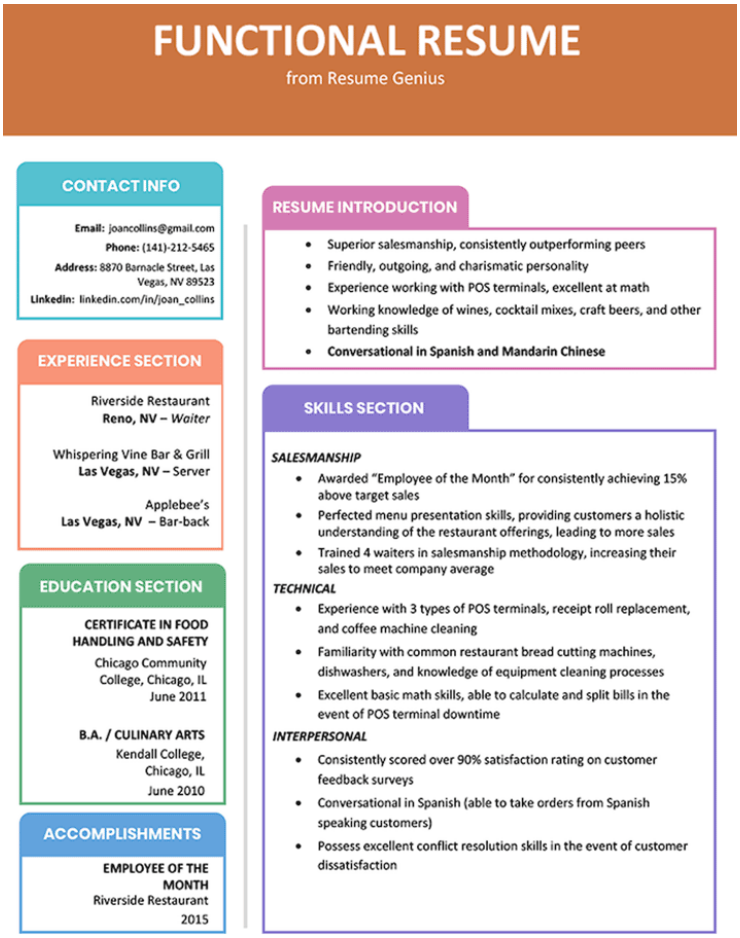
Chronological resumes are great for showcasing job experience, however, not everyone has job experience. For those who do not have a ton of experience, or, for those who have gaps in their work history, the functional resume style may be a better fit. Functional resumes place an emphasis on skills, not jobs. In a functional resume, the work or job experience section is replaced with a skills section.



While these are the typical two styles used to write a resume, sometimes people choose to combine them. A Combination resume highlights skills and job experience equally. This style of resume works best when the person has work experience, however, that experience may not directly relate to the job they are looking for now. With a combination resume, the person can emphasize skills they have that may be applicable to their new job, while still portraying their accomplishments in their past jobs.

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Choosing which style is best for you depends on your amount of past work experience. As a teenager, it is most likely that you are writing a resume to apply to your first job, or for a college application. For that purpose, we recommend writing a **Combination Resume or Functional Resume**. However, if you have past work experience, you can select which of the styles you like best and add in along the template as you see fit!

How to write your resume

No matter what style of resume you choose, there are a few rules that are universal to all resumes.

1. *Use simple, easy to read font and limit colors*. Your resume is a professional document, and while there are various websites and programs to help you design and format creative resumes, your resume needs to be neat, organized and easy to read. Typically accepted fonts include Times New Roman, Cambria, and Georgia.
2. *Left align all writing*. The left alignment of text is the standard for professional documents.

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3. *Keep your resume to one page*. As your experience grows you will want to include more information into your resume, however, remember that your resume is essentially a quick and dirty synopsis where only the most relevant or recent information should be presented. Your job application will go into more detail regarding your educational, volunteer and work experiences. Including that you were a Student of the Month in 5th grade is not relevant, nor important enough to have on your resume.

It is always a good idea to have numerous people look over your resume. Have your GAL read through the resume to check for spelling, grammar and formatting errors. Your GAL may also be able to offer ideas on strengths, skills, and interests related to the job you are applying for!

Reference:

Slack, M. (2019). Best resume formats for 2020: examples & guide. Resume Genius. Retrieved from https://resumegenius.com/blog/resume-help/resume-formats#best-resume-format