

Sample Targeted Resume – use for answer an ad for a specific opportunity

Matchmaker Marie
Commpro.biz
New York, NY 10000
212-000-000
marie@commpro.biz

Summary of Qualifications

- Here list specific qualifications that pertain to a particular job
- List about 5-6 maximum

Professional Affiliations

- List any affiliations/certifications/associations that you belong to that would help you in this position. (SHRM, PRSA, IABC, financial certifications, Sigma Six etc.

Professional Experience

This section is your chronological job history. Make sure you are highlighting the points needed for this particular opportunity and not your standard write-up.

Education

List your degrees and any pertinent course work

If you have won any awards that would fit with this position, you can list them in your personal experience section or at the bottom of the resume. If you have a long list, create an Addendum Page

Sample Functional Resume – use when you want to change fields, you have the skills but not the work experience, you have the skills through unpaid experience or you have many different work experience not directly related to the position you are seeking.

Matchmaker Marie
Commpro.biz
New York, NY 10000
212-000-000
marie@commpro.biz

Objective

You want to target your resume to the field/opportunity you want and to list your qualifications at fit this new path.

-
-
-
-
-

Professional Accomplishments

List your accomplishments that pertain to the job/field you want. List at least 6 bulleted items.

Employment History

Just list company and dates.

Education

List college, degree, dates

Also list any certifications, classes that pertain to this position

Sample Chronological Resume – Use when your work experience is in line with your job objective.

Matchmaker Marie
Commpro.biz
New York, NY 10000
212-000-000
marie@commpro.biz

Summary (or Objective)

Professional Experience

List your work experience in chronological order, most current position first. List the company, title, dates followed by a description of the position with bulleted highlights.

Education

List your colleges, degrees and dates
Any certifications etc.

Other

In this section, you can list any computer skills, volunteer work etc.

If you have a long list of awards, media placements etc., use an Addendum Page.

