

How to Write a Solid Resume

To begin, gather all your supporting materials for your resume. Once you have your information together ask yourself:

- Is this my first job?
- Am I seeking entry level employment?
- What resume format is best for my application?

Your formatting decision comes down to three choices:

- Reverse-Chronological
- Functional
- Combination.

Before we get started on the formatting, here are some general tips of the writing trade for use in writing your resume:

- No pictures, not ever, no emojis, cartoons, graphics, or illustrations. This is straight writing with no embellishments.
- Stick with black ink and white paper.
- Do not add a border.
- Do not use exclamation points!
- Be honest and do not exaggerate. Someone will always find out you were less than

Format 1: Chronological

5. **Education** . Include your highest degree, and feel free to list a key (relevant) certification here too.
6. **Accomplishments** . If you have any notable work-related awards, list the most significant.

Format 3: Combination

The combination resume format merges parts of both chronological and functional formats. As in the functional format, the combination format focuses on specific qualifications and the body of the resume contains professional experience similar to chronological format. This format is generally reserved for those with experience in a particular industry.

Details of the sections on the combination format:

1. **Contact Information:** As in the prior two formats, contact details are at the top.
2. **Professional Profile:** Users of the combination format are often highly skilled and the professional profile can highlight these skills in a clear and concise way.
3. **Work Experience:** Experience is more detailed in a combination resume than it is in its functional counterpart.
4. **Skills Section:** With your work-related skills, you can divide them into two sections based on importance.
5. **Education:** For someone using a combination format, education is secondary to experience and skill level.