

Your resume is similar to a brochure or flyer that gets an employer's attention. It should urge the employer to learn more about you. There is no standard one-size-fits-all format. Typical formats are chronological, functional or a combination. You may need two or three different resumes depending on the types of jobs in which you're interested.

For many people the hard part about writing a resume is simply gathering needed information such as dates and addresses.

Chronological Resume (See Sample)

In a chronological resume, experience is presented in reverse date order. This format highlights your employment history and is recommended if you want to apply for a specific job. Defense contractors often prefer a chronological resume.

Functional Resume (See Sample)

Use this format to highlight skills and experience in specific areas with or without work history. Use this format if you're re-entering the workforce after a work gap, changing careers, or if you have remained in the same position for a long period of time.

Combination Resume (See Samples)

If you want to highlight skills more than work experience, use the combination resume format. This format allows you to emphasize your skills and abilities while maintaining the traditional look of the chronological resume which is preferred by many employers.

Cover Letter & Thank You Letter (See Sample)

A cover letter gives you a chance to highlight skills applicable to the job or to add information not included in your resume. Address your letter to the person in charge of the hiring position. If you can't obtain that person's name, address the letter to the person's title, "Dear Operations Manager."

Chronological Resume

First Name, MI, Last Name
Street Address City
State, Zip Code
Phone Number/Email Address

HIGHLIGHTS OF QUALIFICATIONS

Creative and enthusiastic manager with experience driving product for major brands.
Proven ability to capture new and emerging markets.

Expertise Includes

Cross-Functional Team Management	Key Account Management & Retention
Process Redesign & Improvement	Merger & Acquisition Integration
Product Development & Launch	Services Delivery & Support
Customer Relationship Management	Strategic & Tactical Market Planning

PROFESSIONAL EXPERIENCE

Southeast Sales Representative (January 2004 – Present)
APCO Inc., Atlanta, GA (Satellite office in Nashville, TN)

- Sales representative for architectural sign system manufacturer.
- Meet or exceed quotas for territory.
- Work specific market regularly and systematically.
- Make general presentations to major specifier accounts.
- Prepare proposals, bids and quotations.
- Submit weekly sales itinerary and sales call reports for individual territory.
- Achieved top sales producer 2 consecutive months - 4 months into position.

Corporate Marketing Manager (November 1997 – January 2004)

American Color Graphics and American Color divisions of ACG Holdings, Inc., Brentwood, TN

- Hold all responsibility for corporate marketing for one of the nation's largest suppliers of Premedia and packaging services, commercial heatset offset and flexographic printing. Develop and support brand awareness.
- Conduct qualitative and quantitative market research studies to determine market share & positioning, test new products & marketing strategies, explore new markets & understand buying criteria.
- Assess competitive market development for optimal target markets.
- Prepare forecasts, budgets & sales strategies to meet financial performance goals.
- Increase visibility of company's creative portfolio to support account retention plan.
- Facilitate 25 plants and sales offices with flexible marketing programs.
- Review proposals to ensure accuracy of technical approach and ability to meet client's requirements.
- Direct trade association presence and participation.
- Prepare bondholder presentations with CEO.
- Initiated cause-related marketing program enabling employees to actively be involved in a variety of charitable endeavors.
- Secured "Most Creative Corporate Self Promotion" award at International Mass Retail Association Marketing Conference past five years.

Marketing Services Manager (November 1990 – November 1997)

First Source Furniture, A Haworth Company, Nashville, TN

- Led start-up marketing staff of project team-based coordinators.
- Developed model plan for communications venues with 75 satellite marketing & sales representatives.
- Implemented goals for product research and assisted with competitive intelligence.
- Coordinated national account marketing program.
- Demonstrated to parent company quarterly strategies and rewards.
- Researched and identified innovative Internet e-commerce market positioning strategy.
- Managed in-house marketing services department with responsibility for controlling million dollar budgets and overseeing key relationships with public relations & external advertising firms.
- Designed and coordinated production of; direct mail, P.O.P displays, carton design, trade advertising, press releases, product brochures, web-based solutions, trade show displays, and product video.
- Orchestrated the integration of design elements and product launches throughout interactive environments in major metropolitan showrooms.

EDUCATION

Bachelor of Fine Arts, Graphic Design, Ball State University, 1986

Functional Resume

First Name, MI, Last Name
Street Address
City, State, Zip Code
Phone Number/Email Address

SUMMARY OF QUALIFICATIONS

Dependable, reliable, self-motivated, flexible, prompt, takes initiative, determined, good typing skills, excellent verbal and written communication skills, computer experience with Microsoft Word, Microsoft Excel, and Lotus, nine years of management experience, six years of teaching experience.

PROFESSIONAL EXPERIENCE

MANAGEMENT

100% accuracy of store receipts daily of amounts up to \$10K.
Actively supervised up to 20 individuals shipping packages nightly with a 0% late, or failure, rate.
Planned and supervised training for organization of more than fifteen diverse men and women.
Maintain up-to-date receipts and organize daily, as well as prepared several years of federal income taxes for business.

EDUCATOR

Developed new high school mathematics curriculum based on Ohio's new State Proficiency Standards that ensured the graduation of students.
Co-chairman of the Brown County Science and Mathematics Project.
Communicated with parents/guardians on daily basis regarding concerns and achievements.
State analyst for high school geometry textbook.

CUSTOMER SERVICE

100% customer satisfaction for successfully shipping millions of packages throughout the United States.
Organized events for business as per the desires of the customers.
Everyday contact with multiple consumers, resolving conflicts while maintaining a professional demeanor, and producing results for the customers.
Dealt extensively with community during school conflict, with 100% community approval.

EDUCATION

MA, Aeronautical Science degree received upon completion of GRP (Graduate Research Project), Embry-Riddle Aeronautical University, 1998
BA, Elementary Education, Morehead State University, 1992

Combination Resume

First Name, Last Name
Street Address
City, State, Zip Code
Phone Number/Email Address

OBJECTIVE: Position in Accounting or Finance

HIGHLIGHTS OF QUALIFICATIONS

Five years experience in Accounting and General Ledger
Outstanding Supervisor and Project Manager
Dedicated, reliable, and committed to top quality performance

PROFESSIONAL EXPERIENCE

SUPERVISING ACCOUNTING MANAGER

Highly skilled in accounting, financial planning and funds control
Develop and monitor annual budgets of up to \$300K per account
Manage, analyze, and correct disbursements in suspense, individually billed disbursements, unliquidated disbursements, and pre-validation for seven different Marine Corps Units
Supervise and manage a team of five that corrected over \$3 million dollars
Meritorious Unit Citation for correcting over \$200K in unmatched errors

ACCOUNTING

Receive and analyze various types of documents to determine propriety, validity, budget, expenditure limitation, completeness, and correctness of account data
Verify and monitor accuracy and completeness of documents posted of services and/or supplies that have been certified as receipt in order for vendors to be paid promptly
Reconcile through the use of approved formulas and reports controlling the general ledger accounts
Proficient in using Financial Management Systems (FMS), Integrated Fund Control Points Activity Accounting and Procurement (IFCAP), Roger's Software Development (RSD), On-Line Invoice Certification System (OLCS), Microsoft Access, Microsoft Excel, Monarch, Oracle Application COREFLS and Microsoft Word

BUDGET ANALYST

Calculate material requirements, determine appropriate allowances, and develop spending plans
Allocate funding to seven different commands up to \$4 million dollars at a time
Highly skilled in military and non-military work requests up to \$415K per request
Process allocated funds transfers to and from different accounts up to \$300K per transfer

EMPLOYMENT HISTORY

Accounting Technician, VA National Cemetery Administration, 11/03 - Present
Accounting/Budget Analyst, U.S. Marine Corps, 8/98 – 12/01

EDUCATION

BS, Accounting, Armstrong University, Berkeley CA, 2001

Combination Resume

First Name, MI, Last Name
Street Address or PO Box
City, State, Zip Code
Phone Number/E-Mail Address

Objective: Position as a lead Certified Pre-Kindergarten Teacher.

HIGHLIGHTS OF QUALIFICATIONS

Over 8 years experience in the Early Childhood Education Field
Certified Early Childhood Educator
Very enthusiastic. Quickly establish strong relationships with children and parents
Creative thinker. Enjoy challenging young minds
Strong organization and motivation skills
Interested in parental involvement and awareness

PROFESSIONAL EXPERIENCE

Designed and implemented a challenging child centered curriculum, integrating all disciplines and learning modalities, including the Creative Curriculum.
Coordinated the staffing and scheduling of 15+ staff members in school-age summer camp programs.
Opened and maintained lines of communication with parents, including orientation, handbooks, weekly newsletters, conferences and e-mails.
Organized 5 to 7 weekly educational and recreational field trips for school aged children.
Experienced with teaching children from ages 1 to 5 in classroom sizes from 5 to 20.
Documented anecdotal observations of the children for assessment purposes in accordance with State Regulations.
Prepared a curriculum for a General Pre-Kindergarten Program.

WORK HISTORY

Assistant Director, Great Beginnings, Sugar Hill, GA, 5/04 –8/04
Teacher Assistant, Great Beginnings, Sugar Hill, GA, 8/02 – 5/04
Toddler Teacher, Great Beginnings, Sugar Hill, GA, 9/99 – 5/01
Toddler Teacher Bright Horizons at Preston Corners, Cary, NC, 5/96 – 5/98
Assistant Director Young World Child Care Center, Raleigh, NC, 12/95 – 4/96
Assistant Teacher Primrose School of Buford, Buford, GA, 5/95 – 10/95

EDUCATION AND CERTIFICATION

B.A. Psychology, Berry College, 1995
Early Childhood Education Certification, Certification Number: 631749, exp 6/12

Job Search Letters

Cover Letters

A cover letter should be no longer than one page. Address your letter to the person in charge of the hiring process. If you do not know the name of this person, call the potential employer and ask for that person's name. If you cannot get that person's name, address the letter to the person's title. For example: "Dear Operations Manager". Do not address the letter "To whom it may concern".

Generally three paragraphs are adequate to do the following:

Paragraph 1

State your interest in a specific position.
Tell how you learned about the position.
Indicate why you are qualified for the position.

Paragraph 2

Mention your enclosed resume.
Summarize your relevant knowledge, skills, and accomplishments.
Indicate why hiring you would be beneficial to the organization.

Paragraph 3

Restate your strong interest in the job.
Mention that you will follow up with a phone call in one week.
Give your phone number.
Thank the reader for the time and consideration.

Remember to:

Be formal, polite, honest, and assertive.
Print the letter on paper that matches your resume.
Use the same font that was used on your resume.
Proofread your letter to ensure that you have not made any typographical or grammatical errors, and that there is no incorrect information on it.
Sign your letter.
Follow-up by telephone approximately one week after sending your resume to ensure it was received, learn if you are being considered for the position, and determine when interviews might be scheduled and with whom.

Thank You Letters

A thank you letter can be electronic, formal hard copy, or a handwritten note. It is generally sent after an interview. It provides an opportunity for you to further market your skills and abilities and to tailor your experience to the job for which you interviewed.

A thank you letter should be no longer than one page. Address your letter to each individual who interviewed you. Be sure to get a business card from each interviewer so you know the correct spelling of their name and their title. If you did not get a business card from each interviewer, call the potential employer's human resource office and ask for the information.

Generally three paragraphs are adequate to do the following:

Paragraph 1

Thank them for the interview.

Express your continued interest in the position.

Try to relate your continued interest to something that was said in the interview.

Paragraph 2

Summarize why your skills would be a good "fit" for the position.

Paragraph 3

Indicate that you look forward to being part of the "team".

Again, thank the reader for their time and consideration.

Remember to:

Be formal, polite, honest, and assertive.

Send immediately upon completion of your interview.

If you send an electronic thank you letter, follow-up with a slightly different hard copy version.

Proofread your letter.

If you handwrite a thank you note, use your best handwriting and use professional-looking cards.

If you do not receive further information, call the individuals you interviewed with to determine if the position has been filled.

If not, ask what additional information is needed to hire you for the position. If the position is filled, let the interviewer know

That you were impressed by the company and would be interested in other positions as they become available.