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Resume Outline – Add Structure & Flow to Your Resume

By Roger Clark

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Building your resume, based on a resume outline will give it structure and flow... it provides an outline of all the things you should include in your resume.

A resume is one of the most important documents you will ever create

First you have to decide on a particular format for your resume. The two main formats in use today are chronological and functional format. Which one is best to use will depend greatly on your situation.

To build your resume you can use free resume forms located on the web. This can provide you with directions if you are having trouble building your resume.

A sample resume outline would include the following sections:

The Heading

Your resume should start with the heading. You can list your basic details so the employer can contact you. You can include your name, address, telephone number and e-mail address.

NAME
ADDRESS
PHONE NUMBER
EMAIL ADDRESS

Job Objective

This is an optional section of your resume outline. Here you can tell readers what the objective of your resume is and what you are looking for.

Example:

Entry–level accounting position with medium to large public accounting firm.

The "Body" is the largest section of your resume outline

This is where you can enter details about your education, work experience and additional information.

The body contains:

Education

Here you can list your educational background.

Educational Background Format: College, Degree, Major, Honors, Relevant Courses

Sample Education Section: Drexel University

BA Educational Leadership, May 2000

If you have a college education, do not list your high school information. You can also list any honors for academic excellence in this section of your resume outline.

If you are a graduating senior or looking for an internship, you can add a relevant courses section to your resume outline.

Employment History

This is an important part of the resume. Here you can list your previous employment history. If you are using a chronological resume format, you should list the most recent job positions first on your resume outline.

Example:

Drug Emporium, Wayne, PA

Cashier, June to September, 2001

Supervised customer check out

Handled the cash register

Managed and stocked merchandise

You can also list relevant volunteer activities or work experience programs if you do not have much job experience.

Achievements

If you have any special achievements you would like to announce, you can use this section. Maybe you made a suggestion that saved your previous boss a ton of money. You can list it in this section of your resume outline.

Special Skills

The remaining sections of the resume can include additional skills such as fluency in a foreign language.

References

You should leave this section out altogether. References are not required at this stage and stating that 'References are available upon request' is assumed anyway... so you just end up wasting valuable space!

Additional Optional Sections

You can add additional sections to your resume outline such as volunteer work, community involvement or honors. You also have to decide on the layout of your resume.

Choose a common font and medium range font–size, such as 12. Decide how you want to highlight the headings of the different sections. You can use bold, italics or underline to highlight section headings.

Some people use bold and a larger font size to highlight their name on the resume.

The last part of your resume will probably receive little focus, so if you have a marketable skill or outstanding honor you should try to incorporate them in earlier sections of your resume.

You can find a lot of resources on the web that can provide you with free outlines and sample resume layouts. Usually an outline will differ if the resume is for a recent college graduate or a long time professional. Choose a resume outline that is specific to your career field and you can build your resume around that outline.

Roger Clark (BSc) has over 25 years experience in career development & recruitment at a senior level.

Create a Resume Outline that Gets You Noticed

By David Green

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Applying for a job is like trying to sell yourself; your goal is to get the employer to the point where they have to have you in their company. So how do you do that? By having the right resume outline for the job you want. You have several different resume outlines to choose from, so you will have to consider the following.

Chronological Resume

Resume Outline – Add Structure Flow to Your Resume

This resume outline helps showcase your employment history in an organized manner. You will begin with your most recent job experience and work your way back. This type of resume is easy to write, and is probably the most common resume format. In fact 84% of recruiters prefer this type of resume outline to any other. So if you are in doubt of which resume outline to use, stick with the chronological resume. If you have a spotty employment history, or lack any real-life experience though this may not be the best resume type for you. It could end up highlighting your lack of job experience.

Functional Resume

This resume outline helps highlight the fact that you are on a career path. You will create this type of resume by dividing your information into two different sections. The first section will list the skills and experiences that you have, while the second lists the places that you worked. This type of resume is best if you have a time gap in your resume, or have worked at several different types of companies. The goal of this type of resume outline is to show that even though you have done a little bit of everything you were working towards an end goal. Use a functional resume outline if you want to highlight your skills at each job, instead of the job title or position itself.

Curriculum Vita

This resume outline is a specialty outline that is best for education and research fields. Typically a Curriculum Vita (CV) is more thorough than a regular resume and lists every achievement that you have had, including published papers and presentations. A typical CV could be as long as 30 pages or more! It is not recommended that you send one to a potential employer, unless it is specifically asked for in the job posting. If they like you, they may ask for one at a later date.

Candidate Profile

This resume outline isn't actually a resume at all! Some companies are doing away with tradition resumes in favor of a technologically advanced alternative. They ask job candidates to fill out a candidate profile online highlighting skills, beliefs, and talents. This type of resume outline is particularly useful if employers have to wade through thousands of candidates quickly.

Final Thoughts

Companies don't hire only one type of resume outline, they hire people. So do your best to put your best foot forward in the interview process, and then knock them out at the interview. Good luck!

David Green is a hiring manager, author, career advisor and the founder of For Career Success and many other successful websites. David Green has been instrumental in helping hundreds of job seekers, college students, and executives land their desired job fast with his valuable job search advice. David Green normally charges \$249 to \$489 for his personal one-on-one consultation.

Create a Resume Outline that Gets You Noticed

Resume Writing and Preparation is Free Online

How To Choose The Right Resume Format

Top 10 Resume Writing Tips to Get You the Interview

Tips For Writing Your Winning Resume

The Ultimate Guide To Acing ANY Job Interview

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Real Estate Investment for Beginners

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