

When writing her résumés, Susan S. Smith followed these basic formats:

For a "reverse chronological" Résumé:

Full name
Home address
Phone number
E-mail

Objective

A two-sentence explanation of why you are applying for this job.

Professional Experience

List all your professional (work) experiences beginning with your current or most recent position and ending with your first position. Also, list your title and the dates you were with the organization and describe your accomplishments.

Skills

List languages spoken, computer and technological skills and any other skills.

Education

List your educational accomplishments after high school. Include the dates you attended the schools, major and minor areas of study, significant course work, degrees, certificates and honors earned.

Activities/Trainings (Optional)

List volunteer activities, training courses and other activities from most recent to least recent.

For a "functional" Résumé:

Full Name
Address
Phone Number
E-mail

Objective

A one or two sentence explanation of why you are applying for this job.

Qualifications

List major skill areas and personal qualities.

Experience

Name several of your broad skill areas. Under each skill area, list related accomplishments.

Employment History

List the organizations you worked for, your title, and the dates you worked there starting with the most recent.

Education

List your education accomplishments after high school. Include the dates you attended the schools, major and minor areas of study, significant course work, degrees, certificates and honors earned.