

Types of Resumes

Reverse Chronological:

- Most popular with employers
- Works well for those with solid work histories without gaps
- Shows experience by describing most recent position and working backwards
- Highlights career advancement within the same field and/or organization



"Your resume says you spent 'fore years at collej.'"

Reverse Chronological Resume

SALLY A. SMITH

12345 Atlantic Avenue, Baltimore, MD 20853

(410) 555-2345

ssmith@yahoo.com

PROFESSIONAL PROILE

Educator with professional certification in secondary English and two years of related experience. Highly proficient in creating lessons to facilitate higher learning skills. Effective communicator with strong interpersonal ability and successful track record in developing rapport with colleagues, parents and students.

EDUCATION

Master of Arts in Education, Johns Hopkins University, Baltimore, MD; 2011

- Secondary Language Arts certified

Bachelor of Arts in English Literature, University of Miami, Miami, FL; 2003

- Magna Cum Laude

PROFESSIONAL CERTIFICATION

Professional Certificate for Secondary Education, *Maryland State Department of Education*, Baltimore, MD 2010

TEACHING EXPERIENCE

Teacher Intern, School Name, District (if applicable), City, State Dates

18 week internship for JHU Master of Arts in Teaching program

- Researched county curriculum guidelines to develop and implement long-term plans, daily assignments, and worksheets for seventh grade inclusion classes
- Collaborated with teachers to tailor instruction to accommodate all learning styles in the classroom
- Evaluated the performance, behavior, and social development of students
- Utilized various media to present lessons including PowerPoint presentation and visual art
- Promoted student achievement daily and by implementing *Positive Behavior Interventions and Supports (PBIS)*

OTHER PROFESSIONAL EXPERIENCE

Medical Records Manager, American Radiology Center, Columbia, MD 2003-2010

- Collaborate with special educators to develop an on-site occupational training program for teens with multiple disabilities
- Organized the medical records department to increase efficiency of patient care

VOLUNTEER EXPERIENCE

ESL Instructor, Name of Organization, City State dates

- Instructed fundamental English to people of diverse cultural and linguistic backgrounds
- Conceptualized and organized classroom activities and assignments

AFFILIATIONS

National Council of Teachers of English (NCTE)

Lobbied on Capitol Hill on behalf of NCTE to improve teaching and learning of English language arts at all levels of education

Types of Resumes

Functional/Combination Resume

- Good for those with less consistent work histories
- Better for those who need to downplay gaps in employment
- Highlights abilities or areas of expertise not just work history
- Highlights skills transferable from one industry to another



Combined Resume

SALLY A. SMITH

12345 Atlantic Avenue Baltimore, MD 20853 (410) 555-2345 ssmith@yahoo.com

PROFILE

Professional counselor with over five years of experience serving children and adults in individual, group and family therapy settings including case management, life skills training, job readiness, and community resource coordination. Especially gifted with the ability to inspire, motivate and build relationships through creative and educational interventions.

RELATED SKILLS

- ❖ Extensive experience in counseling adults with severe mental illness
- ❖ Experience in administering group and individual counseling assessments
- ❖ Effective communication ability with therapists, care providers and family members
- ❖ Experience in leading wellness and recovery groups
- ❖ Motivates and inspires clients through creative learning opportunities
- ❖ Extensive experience in managing crisis interventions

PROFESSIONAL EXPERIENCE

Counselor, Harford Mental Health Center; 2006-present

- Manage daily operations of adult psychiatric day care program for geriatric population with severe mental illness including generating daily and monthly reports and managing budgets
- Coordinate all onsite and off-site activities including transporting clients
- Conduct wellness recovery groups for psychiatric rehabilitation
- Counsel, monitor and provide feedback to clients to achieve rehabilitation goals
- Train clients in need of daily living skills

Shelter Counselor/ Case Manager, Family Crisis Center of Baltimore County, 2005-2006

- Managed daily operations of shelter
- Assisted residents in intake, treatment planning and discharge procedures
- Provided individual, group and family intervention services
- Facilitated job skills training

Life Skills Group Facilitator, Baltimore County Public Schools; 2005-2006

- Trained homeless parents of children enrolled in Baltimore County Public Schools with budgeting, job preparation and time management skills
- Implemented skills for anger management with clients

EDUCATION

Master of Science, Clinical Counseling, Johns Hopkins University, Baltimore, MD 2009

Bachelor of Science, Psychology, Towson University, Baltimore, MD 2005

Which Resume is Right for you?

A reverse chronological resume is standard but a functional/combined resume may be a better option if:

- If new to the field, just out of school or out of work for over a year
- If you are a career changer or changing industries
- If you have had more than 6 different jobs in the past 10 years
- If your experience spans many different industries, you can highlight any relevant and transferrable skills