

RESUME FORMATS

Select the resume format (**chronological**, **functional**, or a combination of both) that will best portray your work history and the position of interest to you. If you seek academic employment, consider using the **curriculum vitae** (CV) style to illustrate your experiences.

Chronological

- Most widely used
- Typically best suited for undergraduate resumes
- Arranges information in *descending or reverse* chronological order (most current first)
- Emphasis placed on the timeframe in which experiences, education, and achievement took place

Functional

- Tends to be best suited for more experienced graduate students and alumni, frequent job changers, those seeking a job in another department of an organization, or those making a move to a completely different industry
- Arranges information by grouping together experiences, qualifications, and achievements to stress proficiencies and specializations
- Emphasis placed on experiences and skill sets
- Includes an employment history at the bottom of the resume to list organization, position title, location, and dates of employment in reverse chronological order

Curriculum Vitae (CV)

- Typically best suited for those pursuing scholarly positions in academic research or teaching
- Serves as an overview of your education, academic related employment, research projects and professional papers, as well as departmental and community service
- Emphasis placed on teaching abilities, research, and publications
- Format varies according to discipline as each one will place emphasis on what is most important or unique in the field
- Length is typically 2 pages or more, but should still be concise

Items to Include:

- Name and contact information
 - List education first in reverse chronological order
 - Provide overview of your academic and related employment
 - Include your research and professional publications
 - Share your service work within the academic department and community at large
 - If applying to a research institution, your projects, professional papers/publications, and conference presentations should be emphasized
 - If applying to a 2 or 4 year college, where teaching is the focus, be sure to showcase your related experience
 - Include references within the CV or on a separate page
- Find examples to reference in building your **curriculum vitae**, including faculty CVs posted on the institution's website where you are considering graduate study, as well as that of your undergraduate alma mater. Also check out *Career Advice from Vitae on The Chronicle of Higher Education's* website via <https://chronicle.com/section/Advice/66/>.



RESUME FORMATS

NAME

Address / City, State Zip / Phone / Email

OBJECTIVE: (Use varies by employer; refer to application instructions to determine if desired. Encouraged as starting point for all students seeking advice from the Career Center).

An objective is a simple and concise statement that communicates your specific goal

EDUCATION: (Repeat for additional degrees, listing most current or most relevant first)

Degree, Major, Month & Year of Graduation

Name of School, City, State

GPA (include cumulative GPA if 3.2 or higher OR requested; specify if listing Major GPA)

SKILLS/TRAINING:

Use a 3-4 column format to highlight specific skills and training you possess relevant to position

EXPERIENCE: (Most recent position first followed by what occurred just before and so on)

Job Title, Organization, City, State, Dates of Employment (Month/Year)

- Provide two or more bulleted statements leading with an action verb to describe what you did on this job along with what you learned or accomplished relevant to your objective
- Quantify your accomplishments when possible by using figures or percentages
- Include how you positively affected the organization, customers, and/or co-workers as appropriate

Job Title, Organization, City, State, Dates of Employment (Month/Year)

- Follow tips above and within this section for all experiences listed
- Be consistent with use of punctuation (use a period at the end of each statement or don't)
- Be consistent with choice of date formatting options throughout resume (August / Aug / 8)

LEADERSHIP: (Separate section if you have at least 2-3 positions; else include with Experience)

Name of Role, Organization, City, State, Dates of Involvement (Month/Year)

- Follow tips from Experience section

HONORS/ACTIVITIES:

Use a 2-3 column format to list awards, scholarships, organizations, clubs, athletics, etc.

Pull from college experience (and from professional life if you are working)

Use high school only if college honors/activities are limited or if what you did during high school is directly related to your career goals

ADDITIONAL SECTIONS: (Select titles according to what fits your background and objective; See page 19 for related tips)

RESUME FORMATS

NAME

Address / City, State Zip / Phone / Email

OBJECTIVE: (Use varies by employer; refer to application instructions to determine if desired)
Simple and concise statement that communicates your specific goal

AND/OR

SUMMARY OF QUALIFICATIONS:

Identifies your key abilities and strengths using bullets (2-4) or concise statements (1-2)

PROFESSIONAL PROFILE:

Skill/Competency Category (i.e. logistics, operations, communications, technology, etc.)

- Select 3-4 categories that best highlight your overall accomplishments
- Provide 2-4 bulleted statements under each category describing employment, leadership, or volunteer activities in which you used this skill

Skill/Competency Category

- Follow tips above and within this section for all skills/competencies listed
- Quantify your accomplishments when possible by using figures or percentages
- As appropriate, qualify your accomplishments by briefly describing how the skill attributed to resolving problems or identifying ways to improve production/performance

EDUCATION: (Repeat for additional degrees, listing most current or most relevant first)

Degree, Major, Month & Year of Graduation

The Citadel, The Military College of South Carolina

GPA (include cumulative GPA if 3.2 or higher OR requested; specify if listing Major GPA)

HONORS/ACTIVITIES:

Use a 2-3 column format to list awards, scholarships, organizations, clubs, athletics, etc.

Pull from professional work experience (and from college if a student)

ADDITIONAL SECTIONS: (Select titles according to what fits your background and objective; See page 19 for related tips)

EMPLOYMENT:

Job Title, Organization, City, State, Dates of Employment (Month/Year)

Job Title, Organization, City, State, Dates of Employment (Month/Year)

RESUME FORMATS

NAME, PhD

Phone / Email / Website OR Online Profile Link

EDUCATION: (List in reverse chronological order)

University Name, Month & Year of Graduation

Ph.D. <<insert academic discipline area>>

Advisor's Name & Title:

Dissertation Title:

Provide brief 1 line overview of what study covered

University Name, Month & Year of Graduation

M.A. or M.S. <<insert academic discipline area>>

Advisor's Name & Title:

Thesis Title:

Provide brief 1 line overview of what study covered

The Citadel, The Military College of South Carolina, Month & Year of Graduation

B.A. or B.S. <<insert academic discipline area>>

Advisor's Name & Title:

Capstone Paper/Project Title:

Provide brief 1 line overview of what paper/project covered

TEACHING EXPERIENCE: (List before Research if focus of job search)

College/University Name

Course Name <<indicate if Graduate or Undergraduate>> Timeframe

Use bullets to identify 1-3 key components of your role and Repeat for other courses as needed

RESEARCH EXPERIENCE: (List before Teaching if focus of job search)

College/University Name

Course Name <<indicate if Graduate or Undergraduate>> Timeframe

Use bullets to identify 1-3 key components of your role and Repeat for other courses as needed

PUBLICATIONS / PRESENTATIONS: (Include either or both according to what applies to you)

Write out in profession's accepted format for citations

PROFESSIONAL AFFILIATIONS / MEMBERSHIPS:

List academic-related organization memberships and any officer roles with dates

HONORS / AWARDS:

List academic-related awards and scholarships with date awarded

ADDITIONAL SECTIONS: (Grants, Service, etc.)

(See page 19 for related tips)

REFERENCES: (List alphabetically with titles and contact information)

If listing on a separate page and space is available, make reference here.