RESUME FRAMEWORK

Category	Items to Include
1. Target positions	What positions or skill sets will you be targeting? • • • •
2. Format	Choose the resume format that best showcases your talent. Circle your format choice. *1.* Chronological *(work history from newest to oldest)* 2. Functional *(focused on skills and abilities)* 3. Combination ➢ Reverse chronological and function
3. Career Objective	This is your career mission statement, so to speak. Eye catching tips: • Top skills • Why you are the candidate for the position • Reference your education • Career aspirations • Include education and certifications you hold
4. Skills Summary	Show off your unique skill set • Core competences • Highlight crucial thinking skills • Leverage certifications

5. Professional History	Work history, includes summary of each position and actual dates worked.
	• Current position
	   ➢
	• Previous position
	   ➢
	• Previous position
	   ➢
	• Previous position
	   ➢

6. Education & Training	Include highest level of education first and any training/certifications hold.
	• Education
	   ➢
	• Education
	   ➢
	• Training/Certification
	   ➢

Seeking Brilliance