

## Chronological and Skills Resume Outlines

### Chronological Resume

**Header** – include name, email address, telephone number(s), LinkedIn profile URL

**Objective** – Used primarily for internships, the objective is a statement of your goals for employment.

**Summary** – Highlight relevant skills and experience for each opportunity you are applying for. Key elements include: amount of relevant experience, career and personal achievements, work styles, and personality traits that are consistent with the position for which you are applying. This statement **MUST** grab their attention so they will want to read the rest of your resume.

**Education** – include the following key elements for the degree you are currently obtaining AND for previous degrees received. Eliminate high school once you reach spring semester of your Sophomore year.

- Degree (BS, BA, AAS, AA, AS, etc.) List even if not completed.
- Graduation Date
- Major, Minor, & Emphasis (if applicable)
- GPA (if it is to your benefit)
- Academic Institution
- City & State or City & Country
- Academic Recognitions / Scholarships (unless you include this elsewhere)
- Certifications / Licenses

**Projects / Research** – briefly describe relevant projects / research using the language of your field, tools or technologies, and results.

**Work Experience** – begin with your most recent experience and work backwards. For EACH position include: job title, company name, location (city & state or city & country), dates of employment by month and year, and responsibilities with a focus on quantifying achievements and results.

**Computer / Technical Skills** – include computer, field, lab, and other technical skills.

**Leadership / Volunteer Service** – reflect the contributions you made through: offices held, projects completed, services delivered, awards received, etc.

**Optional Headings** – anything that is appropriate in marketing your skills to any employer. Ideas...

- |                  |                                |
|------------------|--------------------------------|
| Language Skills  | Honors / Awards                |
| Military Service | Outside Interest (if relevant) |
| Publications     | Presentations                  |

### Skills Resume

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**Relevant Skills & Experience** – use subheadings that outline your skills as they relate to the job you are seeking. Under each subheading, write statements that reflect that skill. Each statement can draw from: academics, projects, employment, internships, undergraduate research, volunteer service, leadership, etc. Samples are outlined below.

#### Relevant Skills & Experience

##### Management

- Trained all new employees in rental procedures
- Served as supervisor over 20 employees
- Led weekly team meetings

##### Aerospace

- Completed thermal modeling analysis
- Re-designed tools using I-DEAS
- Presented results at USU Small Sat Conference

**Work / Leadership History** – include job title, company name, location (city & state or city & country), and dates of employment by month and year. **DO NOT** add any responsibilities or accomplishments, as these are outlined above in the Relevant Skills & Experience section.

