



## Task Title: Resume Content

OALCF Cover Sheet – Learner Copy

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**Learner Name:** \_\_\_\_\_

**Date Started (m/d/yyyy):** \_\_\_\_\_

**Date Completed (m/d/yyyy):** \_\_\_\_\_

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**Task Description:** Understand the types, contents, and layouts of resumes.

**Competency:** A: Find and Use Information

B: Communicate Ideas and Information

**Task Groups:** A1: Read continuous text

A2: Interpret documents

B2: Write continuous text

**Level Indicators:**

- A1.1: Read brief texts to locate specific details
- A1.2: Read texts to locate and connect ideas and information
- A2.1: Interpret very simple documents to locate specific details
- B2.2: Write texts to explain and describe information and ideas

**Materials Required:**

- Pen and paper
- Attached document Resume Content

## Learner Information

You need a resume to apply for employment. Understanding how the resume is put together and what goes in it is important to your job search and the skills you have to offer. Read the Resume Content Document and complete the tasks.

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### **Resume Content**

What is a resume? It is a document outlining your work history or job-related experience and educational background. It should be presented in a clear and concise manner. Your resume is a tool used to market you and your skills to an employer and is a screening tool for an employer.

### **Types of Resumes**

There are three types of resumes used by most people today and they include Chronological, Functional, and Combination (Chrono-Functional).

**Chronological** - This is the most traditional format, starting with your most recent employment

**Layout** - It begins with your most recent work experience first where titles and organizations are listed first as a heading and followed by duties and accomplishments listed below.

Advantages - emphasizes progress/growth, easy to read and write

Disadvantages - highlights short term employment, shows gaps in employment

**Functional** - This resume focuses on skills, abilities and qualities and may include both paid work, community or volunteer activities.

**Layout** - Skills are organized in categories such as Computer Expertise, Managerial Experience, or Retail Experience. Each skill category should have a heading relevant to the skills listed.

Advantages - highlights skills whether or not they pertain to work or community activities, does not show gaps in employment

Disadvantages - downplays direct experience to potential employer, more challenging to put together

**Combination (Chrono-Functional)** - Combines both Chronological and Functional. When listing experience, it will put skills together with experience eliminating timelines.

<b>Resumes must always include:</b>	<b>Resumes must never include:</b>
Name	References
Address	Salary
Phone Number	Abbreviations and Jargon
Email	Age, Race, Religion, Sex and National Origin
Job Related Experience/Skills	
Past Employers	
Education and Training	

**Common Headings used in resumes may include:**

- Contact Information
- Profile
- Education
- Experience
- Areas of Expertise
- Professional Development
- Significant Accomplishments
- Computer Skills
- Community Involvement
- Volunteer Experience
- Employment Experience

Other considerations when developing your resume:

- create a rough draft
- employers decide on an interview in less than one minute when reviewing a resume
- list all experience and education
- use action verbs to describe your duties and skills
- edit out information not relevant to a particular job prospect
- should not have any spelling or grammar errors
- never longer than two pages, but one page is preferred
- **Proofread, Proofread, Proofread**

## Work Sheet

**Task 1: What are the three kinds of resumes?**

Answer:

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**Task 2: What are the advantages of a Chronological Resume?**

Answer:

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**Task 3: What is the layout of a Functional Resume?**

Answer:

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**Task 4: How much time does an employer take to decide on an interview?**

Answer:

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**Task 5: What are 3 things that should never go in a resume?**

Answer:

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**Task 6: What are two additional headings you may use in a Chronological resume?**

Answer:

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**Task 7: In your own words, explain why it is important to continually proofread your resume.**

Answer:

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