

**Professional Correspondence****Resume**

A resume is a document commonly used in the hiring process. It includes information about a person's background and qualifications and should communicate the most important and relevant information about him/her to employers in a clear, easy-to-read format. The goal is to quickly communicate why he or she is uniquely qualified for the position based on his or her skills and experiences (Indeed, 2020).

The following are the common types of resumes (Doyle, 2019):

- **Chronological** – This is the most common resume type in which work experiences are listed in reverse chronological order, from the most to the least recent.
- **Functional** – This focuses on skills and abilities rather than work history.
- **Combination** – This type of resume lists the skills and experiences before the employment history.

How to structure a resume (Glassdoor, n.d.):

**Header and Contact Information:** At the top of the resume, always include a header containing your name. Your contact information (typically a phone number, personal email address, and sometimes links to social profiles or personal websites) should be included as well. After all, you don't want there to be any confusion over who the resume belongs to or make it difficult for recruiters or hiring managers to reach out to you. However, you may want to avoid putting your contact info in the header or footer of the document itself — the headers and footers can sometimes be overlooked by the software that scans your resume.

**Professional Summary:** The professional summary is a brief, one- to three-sentence section featured prominently on your resume that succinctly describes who you are, what you do, and why you're perfect for the job. In contrast with the largely out-of-date objective statement — a line that describes the type of career opportunity you're looking for — professional summaries aren't about what you want. Instead, they're focused on the value you could bring to a potential employer. It's worth noting that a professional summary isn't an absolute must-have — if your resume is missing one, it probably won't be a dealbreaker — but it can be a nice way to give time-pressed recruiters and hiring managers a quick, high-level overview of why you're the right person for the job.

**Skills:** Once relegated to the bottom of resumes as an afterthought, the skills section has become more and more important as recruiters and hiring managers increasingly look for candidates with specialized backgrounds. Rather than making the people reading your resume hunt through your bullet points to find your skills, it's best to list them clearly. If they see right away that you have the ability to get the job done, they're much more likely to take your resume seriously.

**Work Experience:** This critical section of a resume is where you detail your work history in a consistent and compelling format. The Work Experience section should include company names, locations, employment dates, roles, and titles you held and most importantly, bullet points containing action verbs and data points that detail the relevant accomplishments of each position. This portion is essential for recruiters and hiring managers, who look to absorb information about your career experiences and connect your skills to what they're looking for in a potential hire. Recruiters are often flooded with resume submissions and must carefully source and identify quality candidates in a crowded pack — so make sure your work experience stands out.

# Lesson 11 Handout 13

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