

# RESUME EXAMPLES

Before proceeding, have you read Developing a Resume?

**Remember the aim of the resume is to get an interview!**

There is no right or wrong way to present your resume. The style you use will depend upon your experience and work history. Try to keep your resume under 4 pages long. An explanation and examples of three resume styles follow -

## 1. FUNCTIONAL RESUME

**Focuses on major skills, achievements, and personal strengths rather than your employment history.**

### Advantages

- Often better for new graduates
- Allows you to emphasise ALL aspects of your skills, achievements, etc. and not just those used in previous jobs.
- Good for changing careers i.e. previous jobs are not related to current aim

### Disadvantages

- May not highlight a defined career path, if you have had one
- Does not emphasise your past employers (if they are prestigious).

## 2. CHRONOLOGICAL RESUME

**Details your work history, education and activities in date order. This is listed in reverse time sequence (ie the most recent first).**

### Advantages

- Emphasises career growth, i.e. a well-defined career path.
- Easy to understand since it is the traditional format.
- Highlights the name of your employer. (Great if they are prestigious).
- Works well when you are staying in the same field as your previous jobs.

### Disadvantages

- Not ideal when looking for your first job
- Shows up major jumps or breaks in your work history.
- Doesn't work well if you are making a career change.
- Employers have to infer your skills and abilities because job titles and duties vary from employer to employer.

## 3. CATEGORICAL RESUME

**This type is appropriate for someone who has a long work history in different areas of employment, or different departments within the same organisation. The category with the most relevant experience can be highlighted.**

### Advantages

- Emphasises varied experience
- Easy to highlight skills and experience specific to job advertisement
- Good style when you have no formal qualifications but lots of 'hands-on' experience

### Disadvantages

- Not good for people with limited or focused work experience
- Inappropriate for jobs requiring extensive experience

It is also possible to combine the types into a successful document, which will demonstrate to an employer how your skills and experience are suited to the position, and that you should be interviewed.

**Remember your resume must 'package' you in a winning way!**

# Functional Resume

Focuses on major skills, achievements, and personal strengths rather than your employment history.

## Joanne Johns

8 Peebles Place, Toowong QLD 3064

Telephone: (07) 3876 0987

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**OBJECTIVE** Full time entry-level position in Bookkeeping or Customer Service.

### PERSONAL STRENGTHS

- Well developed communication skills
- Enthusiastic and committed to excellence in my work

### DEMONSTRATED ABILITIES:

- Bookkeeping & Cash Handling
  - Accounts payable
  - Accounts receivable
  - Invoicing
  - Banking
  - Petty cash
  - Financial reporting
- Extensive knowledge of office software, including -
  - Word
  - Access
  - Word Perfect
  - Word Perfect
  - Harvard Graphics
  - Access

### MAJOR ACHIEVEMENTS

- Awarded the ABC Prize for the best student of Consumer Law, Central TAFE, 1995

### EDUCATION

1998 – 1999 Diploma of Business Administration  
Southbank Institute of TAFE

Relevant Studies: Consumer, Contract, and Commercial Law, Accounting, Taxation, Accounting, Computing, Team Management.

1992 – 1994 Year 12 Certificate in Secondary Education  
Heartbreak High School, South Brisbane

### BOOKKEEPING and CASH HANDLING EXPERIENCE:

1995 - Current Subiaco Police & Citizens Youth Club  
Accounts Clerk

- Accurately completed bookkeeping duties

1993 – 1994 Target Garden City, Mt Gravatt  
Service Supervisor

- Co-ordinated cash pick up at a Department Store – up to \$50,000
- Maintained stocks of change and distributed to checkout staff

### REFEREES

Mrs Mandy Taylor  
Supervisor  
Subiaco PCYC  
Tel: (07) 3456 7890  
(Work)

Mr Tony Pavledis  
Lecturer  
Central TAFE  
Tel: (07) 3456 1234  
(Academic)

Mr John Parkes  
President  
Subiaco PCYC  
Tel: (07) 3333 6666  
(Work/Personal)

# Chronological Resume

Details your work history, education and activities in date order.

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### AWARDS

1995 ABC Prize for best student of Consumer Law, Central TAFE

### EXPERIENCE

1995 - Current Subiaco Police & Citizens Youth Club  
Accounts Clerk  
- Accurately completed bookkeeping duties

1993 – 1994 Target Garden City, Mt Gravatt  
Service Supervisor  
- Co-ordinated cash pick up at a Department Store – up to \$50,000  
- Maintained stocks of change and distributed to checkout staff.

### INTERESTS

Cycling, Squash, Indian cooking, Playing guitar

### REFEREES

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# Categorical Resume

Details your work history, education and activities in specific industries.

## Joanne Johns

8 Peebles Place, Toowong QLD 3064

Telephone: (07) 3876 0987

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**OBJECTIVE:** Full time entry level position in Bookkeeping or Customer Service.

### BOOKKEEPING & CASH HANDLING EXPERIENCE

Accurately completed bookkeeping duties for the Subiaco Police & Citizens Youth Club, including:

- Accounts payable and receivable.
- Banking all taking from regular social events.
- Kept records of and distributed petty cash and tea club monies.
- Helped prepare financial reports for Annual General meeting.
- Co-ordinated cash pickup at a Department Store amounts up to \$50,000 daily.
- Maintained stocks of change and distributed to checkout staff.

### CUSTOMER SERVICE EXPERIENCE

- Dealt with daily complaints at Target Garden City, including dissatisfaction with service, overcharging, poor quality merchandise.
- Handled all customer refunds and exchanges.
- Relief receptionist – Commander system.
- Prepared daily customer service reports for management.

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