



Resumes




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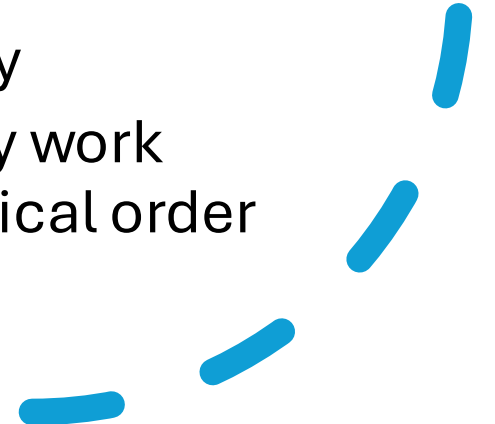


What is a Resume?

- Resume – a formal advertisement that highlights your skills, experience, and achievements (Google)
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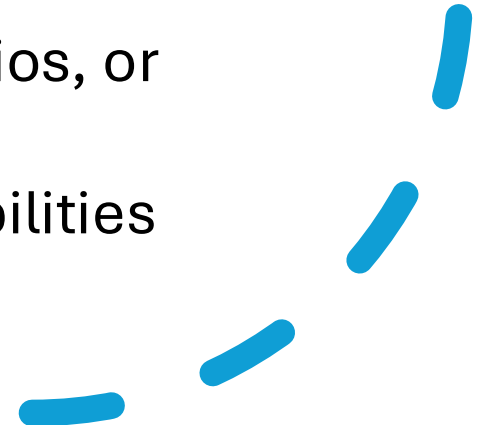
Types of Resumes

- Chronological resume
 - Focuses on work history & career progression
 - Good for people with a strong work history
- Functional resume
 - Focuses on skills & expertise over work experience
 - Good for people with little work experience or a career change
- **Combination resume**
 - Combines skills and work history
 - Lists skills at the top, followed by work experience in reverse-chronological order



Types of Resumes cont...

- Infographic resume
 - Uses graphics (e.g. graphs & timelines) to visually represent information
 - Good for networking
- Targeted resume
 - Customized to a specific job posting
 - Aligns skills, experience, and qualifications with job description
- Non-traditional resume
 - Includes images, videos, portfolios, or custom web pages
 - Good for showcasing creative abilities




What does a good resume look like?

- Organized
 - Your resume should have at least a few different sections, making use of headings, subheadings, bullet points, etc.
 - Make use of **bolding**, *italicizing*, and/or underlining for headings or to emphasize certain qualities
 - Try filling in empty space if possible (I would recommend sticking between 10-15 size font for experience descriptions, depending on how much/little empty space you have)
- Easy to read
 - Appropriate fonts: Gill Sans MT, Arial, Times New Roman, Calibri, Aptos (this presentation)
 - Inappropriate fonts: ~~ALGERIAN~~, Agency FB, ~~Comic Sans~~, *Brush Script m7*, Dreaming Outloud Pro, **Wide Latin**, ♦)(■۞♂)(■۞♦, etc.
- Avoid any background design that looks informal/distracting
 - Bold colors, overstimulating themes, etc.

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General Recommendations

- Your name/picture should stand out
 - Include contact information (email, phone number)
 - Include dates of each of your experiences (I would recommend chronological order)
 - Include location of each experience if necessary/relevant
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Common elements of a resume

1. Purpose/Objective

- a. A sentence or two summarizing your career goals (what are you passionate about)
- b. Think of this as a snippet of a cover letter

2. Work Experience

- a. Can include part-time jobs, internships, freelancing, volunteering, job shadowing, etc.

3. Leadership/Activities

- a. Can include cabinet/exec board positions, extracurricular involvement that speaks toward your passion, career goals, or strengths relevant for a job position

Common elements of a resume cont...

1. Awards/Honors

- a. Can include scholarships, meaningful achievements/accomplishments, special points of recognition, etc.

2. Education

- a. Usually includes the educational institution(s) you are/have taken classes from, area of study (major(s), minors if applicable) and most up-to-date academic cumulative GPA.
- b. You may also include a list of classes that you have taken if the job application calls for it (generally a transcript will cover that).

3. Strengths

- a. Can be strengths pertaining to your work ethic (reliable, communicative, organized, etc.) or directly to a job position (forecasting, GIS, coding, etc.)

How long does a resume need to be?

- Depends on the job position, but generally keeping it condensed to one page (while still being legible) keeps things concise and to the point
- National Weather Service (NWS) recommends being more open to putting anything in your resume (can be multiple pages)
 - [Resume Suggestions by NWS Quad Cities](#)
 - [Hiring Tips & Tricks – NWS](#)
- CV – Curriculum Vitae
 - More of a portfolio; generalized for academic program, internship, or job qualification, whereas a resume is a shorter summary more geared towards specific qualifications of a particular job



Resume Examples



[Stefan Sundin Resume January 2025.docx](#)

[More resume examples!](#)

