

QUICK REFERENCE RÉSUMÉ FORMATS

SKILLS RÉSUMÉ

- NAME, ADDRESS, AND CONTACT NUMBERS
- JOB OBJECTIVE (Optional)
- SKILLS (List qualifications and accomplishments)
- WORK EXPERIENCE
- EDUCATION
- AWARDS, MEMBERSHIPS, AND ACTIVITIES

CHRONOLOGICAL RÉSUMÉ

- NAME, ADDRESS, AND CONTACT NUMBERS
- JOB OBJECTIVE (Optional)
- WORK EXPERIENCE
- EDUCATION
- AWARDS, MEMBERSHIPS, AND ACTIVITIES

ELECTRONIC RÉSUMÉ (No codes or special formatting)

- NAME, ADDRESS, AND CONTACT NUMBERS
- JOB OBJECTIVE (Optional)
- WORK EXPERIENCE
- EDUCATION
- AWARDS, MEMBERSHIPS, AND ACTIVITIES