# Resume Format Recommendations

Handout available for download on the http://www.yellowribbon.mil/cms/event-handout at: www.yellowribbon.mil/cms/event-handout

## Civilianize Your Military Positions and Duties

- One military position you have held: _____
- Civilianized title for the position you have held: _____

| Military duties or responsibilities | Civilianized duties or responsibilities |
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## Chronological Resume

Experiences are listed in reverse chronological order with the most recent experience first and your least recent experience last.

Recommended when the following is true:

- Your titles and company names alone are field-related and descriptive.
- Your most recent experience is relevant to what you are pursuing and your most impressive experience.
- You have advanced consistently from your least recent position to your most recent position.
- The length of time you spent at each organization is fairly long and respectable.

Potential downside: Functional skills are not highlighted and could get overlooked in the recruiter's brief review.

Not recommended when the following is true:

- You have gaps in your work history (sporadic, spotty).
- You have changed employers too often.

- Your position titles and employers are not relevant.
- Your most impressive, relevant experience was one of your least recent.

## Functional Resume

Highlight and emphasize the functional skills you have developed across various experiences by listing and describing them first. Experiences are simply listed alone without descriptions of your responsibilities.

Recommended when the following is true:

- The skills that you developed are more relevant or impressive than your titles and organization names.
- You have time gaps in your resume when you did not work, so you want to downplay the chronology.
- You are changing careers and need to highlight transferable skills related to your new career field.

Potential downside: Recruiters have difficulty determining where the functional skills were developed.

Not recommended when the following is true:

- Your skill areas are not relevant to your perfect job target.
- You want to demonstrate advancement within one field.
- Your titles and organization names are impressive or relevant.
- Other styles will work as well or better (no need to put the recruiters through the difficulty of reviewing this style if other styles that are easier to review work just as well).

## Combination Resume

Combine the functional and the chronological formats by placing functional skill subheadings over those experiences that primarily use that particular functional skill.

Recommended when the following is true:

- The skill headings that match your experiences are skills that are consistent with the job you are pursuing.
- You have held an adequate number of positions needed to fit under your various functional skill headings.
- You want to move relevant skills/experiences acquired early in your career towards the top of your resume.

Potential downside: Difficult to have multiple experiences per each functional heading.

Not recommended when the following is true:

- The skill headings are not relevant or impressive in relation to your perfect job.

- You do not have enough experiences to fill the functional skills headings.
- You have impressive, relevant multiple skills within one or each experience.

## Combination-Internal Resume

Highlight multiple, relevant functional skills within one or more of your most relevant experiences that are listed in chronological order.

Recommended when the following is true:

- You have individual experiences that utilized multiple skill sets that relate to the jobs you are pursuing.
- The skill sets within your experiences are significant and relevant to your job target.

Potential downside: Functional skill subheadings are only developed within one experience.

Not recommended when the following is true:

- You have many shorter, less substantial experiences.
- The functional skill headings are not relevant to your perfect job target.

*Resume formats in this handout were taken from the following source:* Orndorff, R. (2000). *The insider's guide to finding the perfect job.* Lawrenceville, NJ: Peterson's.

# Functional Skills: Knowing Your Strengths

Handout available for download on the YRRP website at:
www.yellowribbon.mil/cms/event-handout

Functional skills are competencies that are transferable to many different work settings. Developing a list of the functional skills you have and most enjoy using can help you focus on positions that would fit your talents and provide more satisfaction.

## Part I: Underline all of the skills, listed below, that you have. Then, circle the top 10 underlined skills you would most enjoy using.

**Communication:** *Exchange, convey, and express knowledge and ideas.*

- write
- edit
- summarize
- verbal communication
- listen
- facilitate discussion consult
- teach
- train
- sell
- promote
- use languages
- interview
- ask questions
- make presentations
- negotiate
- think on one's feet
- conversational ability
- entertain, perform
- host
- deal with public
- public speaking
- teamwork

**Information Management:** *Arrange and retrieve data, knowledge, and ideas.*

- math skills
- organize information
- manage information
- keep records
- attend to details
- logical ability
- develop systems
- categorize
- summarize
- streamline systems
- monitor

**Design and Planning:** *Imagine the future and develop a process for creating it*.

- anticipate problems
- plan
- conceptualize
- design
- display
- layout/format
- design programs
- anticipate consequences
- brainstorm new ideas
- think visually
- improvise
- compose
- adapt
- create images

**Human Service:** *Attend to physical, mental, or social needs of people.*

- interpersonal skills
- group process
- sensitivity to needs
- empathize
- counsel
- advocate
- use intuition
- coach
- provide care

**Research and Investigation:** *Search for specific knowledge.*

- analyze ideas
- analyze data
- research
- investigate
- read for information
- gather data
- interview for information
- evaluate
- critical thinking
- synthesize information
- observe
- outline
- formulate hypotheses
- develop theory
- calculate/compare

**Organization Management:** *Direct and guide a group in completing tasks and attaining goals*.

- solve problems
- time management
- make decisions
- lead
- meet deadlines
- supervise
- motivate
- recruit
- resolve conflicts
- mediate
- initiate projects
- organize
- coordinate
- handle logistics
- put theory into practice
- delegate
- give directions
- assume responsibility
- determine policy
- interpret policy
- apply policy
- set priorities
- strategize

**Physical:** *Use hands or tools to build, repair, and invent*.

- build
- construct
- invent
- operate equipment
- restore and repair
- use physical coordination

Part II: Write your top 10 skills in the space below with a brief example of how you have used this skill in a previous job, internship, extracurricular activity, or class.

Part III: Place a check next to each of the valued workplace skills below that you believe you possess.

- Ability to work in a team structure
- Ability to make decisions and solve problems
- Ability to plan, organize, and prioritize work
- Ability to verbally communicate with people inside and outside the organization
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell or influence others

*Parts I and II of this handout were taken from the following source:* Functional skills: Knowing your strengths (n.d.). Retrieved from the Wall Street Journal website at http://s.wsj.net/public/resources/documents/JOBHUNT_skills_ws.pdf

*The list in Part III of this handout was taken from the following source:* Adams, S., (2014, November 12). The 10 skills employers most want in 2015 graduates. Retrieved from the Forbes website at www.forbes.com/sites/susanadams/2014/11/12/the-10-skills-employers-most-want-in-2015-graduates/#48fe12112511