



TYPES OF RÉSUMÉS AND SAMPLES

	DESCRIPTION	USES	PROBLEMS
CHRONOLOGICAL	Experiences presented in reverse chronological order.	Highlights progressive work experience. Is most traditional and easiest to construct and understand. Best for those who have significant experience in the field where they are seeking a job.	Less effective if changing careers, have little work experience or need to draw a connection between an experience and a job that seem unrelated. Can cause an older but highly relevant experience to get buried at the end.
MODIFIED CHRONOLOGICAL	Experiences are grouped based on type (technical experience, research experience, leadership experience, etc.) and are listed chronologically within these categories.	Can combat a problem chronological résumés have by allowing a less recent but highly relevant experience to appear at the top. Also, the categories may help the reader contextualize an experience that may initially seem irrelevant.	May be difficult to categorize experiences.
FUNCTIONAL	The descriptions for several different experiences are grouped by skills (leadership skills, organizational skills, management skills, etc.) and the actual titles and dates of the experiences are listed at the top or bottom of the résumé.	Good for job changers, those with little work experience or those with gaps in employment history.	Employers often don't like this format. It can be confusing because the relationship between a skill and an experience can be lost. Generally not recommended.
COMBINATION	List your past experiences chronologically but classify the descriptions used within these experiences by sets of skills (leadership skills, analytical skills, communication skills, technical skills, etc.).	Excellent for people with 1-3 extensive experiences that used multiple skills. Also very useful in drawing connections between experiences that don't appear relevant but do use transferable skills.	Sometimes hard to classify skills used within a particular experience.

SAMPLE CHRONOLOGICAL RÉSUMÉ

JONATHAN MICHAELS

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EDUCATION

MS in Environmental Engineering in Civil Engineering (aquatic biology/ecology option)

University of Illinois at Urbana-Champaign, May 2003

Cumulative GPA: 3.86/4.0.

BS in Natural Resources and Environmental Sciences; BS in Forestry

University of Illinois at Urbana-Champaign, May 2001

Coursework included summer field studies in forestry, physics minor, and concentration in ecology.

Cumulative GPA: 3.92/4.0, *Summa cum laude*.

EMPLOYMENT EXPERIENCE

Research Associate, Aquatic ecology lab, University of Illinois, Urbana, IL. May 2003 to present.

- Developed new 3D capabilities for ArcView software.
- Created Pocket PC wildlife reporting form with GPS support to be deployed at DFW International Airport.
- Provided GIS support to the testing of a prototype radar designed to detect birds.
- Worked with a variety of people, including administrators, scientists, engineers, managers, and students.
- Continued previous work with GIS and data analysis.

Research Assistant, Aquatic ecology lab, University of Illinois, Urbana, IL. Fall 2001- May 2003.

- Built GIS products, explained their use to wildlife managers, administrators, and researchers.
- Integrated, improved, and analyzed large databases.
- Analyzed conflicts between wildlife and airport operations.
- Supervised undergraduate workers and interns.
- Effectively presented research to both technical and non-technical audiences.

Teaching Assistant, Forestry field studies, University of Illinois, Dixon Springs, IL. Summer 2001.

- Demonstrated field work techniques and assisted professors with lessons.
- Explained challenging quantitative and biological concepts to students.
- Evaluated students' homework, tests, and field work.

Lab assistant, Ecophysiology lab, University of Illinois, Urbana, IL. 1997-2001.

- Entered and analyzed a variety of data for several different researchers.
- Performed chemical and ecophysiological experiments.
- Conducted field work examining the influence of CO₂ on insect herbivory patterns.

Forestry aid (GS-03), North Central Research Station, USDA Forest Service, Evanston, IL. 1996-1999.

- Researched restoration controversy in Chicago Metropolitan Area.
- Completed extensive data entry, error correction, database integration, and statistical analysis.
- Wrote and edited technical documents, including published articles.

SKILLS

- Extensive experience working with PC computers, PDA's, and GPS (some experience with Macintosh).
- Adept with Word, Excel, ArcView 3.x (including 3D Analyst), Visual CE, and SPSS.
- Skilled in ArcGIS 8.x, ArcPad, Access, basic HTML editing.
- Basic speaking and reading knowledge of Spanish.

SAMPLE MODIFIED CHRONOLOGICAL RÉSUMÉ

Robert D. Bremmer

2503 State Street, #D2 ▪ Champaign, IL 61820 ▪ (217) 356-7239 ▪ rhistory@uiuc.edu

EDUCATION

MA and PhD in U.S. History ▪ University of Illinois at Urbana-Champaign ▪ Champaign, IL ▪ Expected Oct. 2004

- Graduate College Dissertation Completion Fellowship (selected out of more than 100 applicants)
- Listed as an Outstanding Instructor for five consecutive semesters

BA in History ▪ University of Georgia ▪ Athens, Georgia ▪ 1995

- *Magna cum laude*, Phi Beta Kappa, Ivy League All-American Team

COMPUTER AND E-BUSINESS EXPERIENCE

Marketing Representative ▪ Edufind, Limited ▪ Summer 2000

- Directed sales and marketing of job website that connects educational consultants with academic and non-academic employers.
- Negotiated partnering arrangements with professional organizations.
- Developed system for assessing marketing strategies and website effectiveness.

Moderator ▪ *History listserv at the University of Illinois* ▪ 1995 – 1996

- Administrator and moderator of electronic academic discussion list.
- Provided technical troubleshooting on Unix-based email system.
- Knowledgeable about Microsoft Access, PowerPoint, Excel, and FrontPage.

COMMUNICATION AND INTERPERSONAL EXPERIENCE

Teaching Assistant ▪ *University of Illinois at Urbana-Champaign* ▪ 1999 - Present

- Design and teach research seminars for undergraduate history students.
- Advise students individually about their progress and research projects.
- Plan and organize lectures, exams, projects, and homework.

Research Assistant ▪ *University of Illinois at Urbana-Champaign* ▪ 1998 - 2000

- Conducted library research for Illinois faculty member, using primary and secondary sources.
- Interpreted data and present results in comprehensive charts and graphs.
- Wrote, edited and proofread articles for supervisor
- Used statistical software package such as SPSS and SAS.

ORGANIZATIONAL AND LEADERSHIP EXPERIENCE

Conference Organizer ▪ *University of Illinois at Urbana-Champaign* ▪ May 1999

- Created and managed a three-day conference on “The Next Social History.”
- Identified multiple funding sources, budgeted and financed conference activities.
- Recruited and co-chaired organizing committee.

Executive Board Member ▪ *Historical Society of Champaign* ▪ 1995 – 1998

- Served as outreach committee chair, assisting with the organization of programs for local youths.
- Planned eight innovative educational programs for children, each one with more than fifty participants.
- Moderated panel discussion presented by Champaign County Board of Education.

LANGUAGE SKILLS

- French: excellent speaking and reading knowledge
- German: basic reading knowledge.

SAMPLE MODIFIED CHRONOLOGICAL RÉSUMÉ

Jennifer Sanders

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(217) 365-9110; jsanders@uiuc.edu

EDUCATION

PhD in Aerospace Engineering, University of Illinois at Urbana-Champaign, expected graduation: May 2004

- Dissertation: "Structural Behavior of NiTi Microflaps"
- Coursework includes: Finite Element Methods in Solid and Structural Mechanics, Design and Analysis of Nonlinear Continuum with the Finite Element Method, Fracture Mechanics, Fatigue Analyses, Advanced Composite Material Structures

MS in Mechanical Engineering, Arizona State University, 1996

- Thesis: "Studies on the Solution of Viscoelastic Problems Using Boundary Element Methods"
- Coursework included: Elasticity, Elastic Finite Element and Programming, Viscoelastic Theory

BS in Aeronautical Engineering, Southern Illinois University, 1992

- Graduated with honors

INDUSTRY EXPERIENCE

Intern, Caterpillar Inc., Summer 2002

- Performed numerical simulations of thermal, structural and materials behaviors on the heat treatments of track links by using ABAQUS to predict the hardness, residual stresses and distortions in the track links.
- Used combined method of 3D thermal analysis and structural analysis.
- Wrote ABAQUS user subroutines dflux.f and film.f to simulate induction heating processes, as well as the heat transfer coefficients boundaries.
- Wrote a material user subroutine UMAT to incorporate the transformation induced plasticity (TRIP).
- Participated in 6 Sigma program training.
- Received an exceptional performance rating based on performance reviews.

Engineer, Texas Instruments, Inc., Dallas, TX, 1992 - 1994

- Performed contact FEM analyses on a connecting joint by using MARC.
- Completed a modal analysis on a vehicle subsystem by using ANSYS.
- Executed nondestructive tests and analyses to predict the buckling loads of externally pressurized vehicle shells.
- Developed a code as a processor for SAP5 to write input data in SAP5's format.
- Established an improved Tsai-Wu strength criterion for 3D C/C material.
- Designed a thin-wall stiffener that reinforced cylinders and conducted a weight optimization study on it.

ACADEMIC EXPERIENCE

Research Assistant, University of Illinois at Urbana-Champaign, 1999 – present

- Performed a series of characterizations of thermo-mechanical properties on microflaps.
- Performed FEA simulation on the nonlinear (material and geometrically) thermo-mechanical behaviors of SMA by using ABAQUS.

Teaching Assistant, University of Illinois at Urbana-Champaign, 2002 – 2003

- Taught an Aerospace Structures course of 80 students.
- Graded papers and exams
- Answered questions in office hours and served as a mentor to undergraduates.

COMPUTER SKILLS

Computer programming: Fortran 77/90, C and C++

Software: ABAQUS, ABAQUS/CAE, MSC/PATRAN, ANSYS, MARC, IDEAS

Other programs: Unix, Windows NT, Matlab, Mathematica, Microsoft Office, LabView, Pro/E

SAMPLE FUNCTIONAL RÉSUMÉ

Sara M. Palmer

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EDUCATION

PhD in Physics ▪ University of Illinois at Urbana-Champaign ▪ *Champaign, IL* ▪ October 2003

- Graduate College Dissertation Completion Fellowship (selected out of more than 100 applicants)
- Listed as an Outstanding Instructor for five consecutive semesters

BS in Physics ▪ University of Georgia ▪ *Athens, Georgia* ▪ May 1995

- *Magna cum laude*, Phi Beta Kappa, Ivy League All-American Team

PROFESSIONAL EXPERIENCE

Teaching Assistant ▪ *University of Illinois at Urbana-Champaign* ▪ 1998-Present

Research Assistant ▪ *University of Illinois at Urbana-Champaign* ▪ 1998-Present

Conference Organizer ▪ *University of Illinois at Urbana-Champaign* ▪ May 1999

Communication and Interpersonal Skills

- Design and teach research labs for undergraduate physics students.
- Advise students individually about their progress and research projects.
- Plan, organize, and present lectures several times per week exams, projects, and homework.
- Present difficult topics in easy-to-understand and interesting formats.
- Write course exams, edit student papers.
- Conducted library research for Illinois faculty member, using primary and secondary sources.
- Wrote, edited and proofread articles for supervisor.

Technical Skills

- Design comprehensive course Web sites using HTML and Microsoft FrontPage.
- Maintain student grades in online Microsoft Access database.
- Present lectures using Microsoft PowerPoint.
- Used SPSS, SAS, Mathematica, and Matlab to analyze data.

Leadership Skills

- Created and managed a three-day conference titled “New Frontiers in Physics.”
- Lead a team of eight people to develop all activities involved in the conference.
- Identified multiple funding sources, budgeted and financed conference activities.
- Recruited volunteers to assist with conference.

Organization Skills

- Planned the entire schedule for the conference, attend by more than 200 people.
- Developed an integrated timeline to manage the work of six conference volunteers.
- Moderated panel discussion presented by Champaign County Board of Education.

SAMPLE COMBINATION RÉSUMÉ

Rebecca A. Meyers

912 S. State Street. ▪ Urbana, IL 61801 ▪ (217) 321-2165 ▪ rmeyers@uiuc.edu

EDUCATION

University of Illinois at Urbana-Champaign ▪ Champaign, IL ▪ December 2003
Master of Science in Human Development and Family Studies

University of Georgia ▪ Athens, GA ▪ May 2001
Bachelor of Arts in Sociology

PROFESSIONAL EXPERIENCE

Graduate, Research and Teaching Assistant ▪ University of Illinois ▪ 2001 - Present

Communication Skills

- Plan and teach discussion sections and large lectures for undergraduate students.
- Present complex ideas to undergraduate students in an accessible format.
- Assist and advise students about the progress of their course work.
- Rated as an excellent teacher by students for two semesters.
- Work in a team to organize large-scale research projects and conference presentations.
- Presented research at national conferences.

Organizational Skills

- Plan, organize, and implement research projects within strict time constraints.
- Arrange and prepare activities, materials, housing, and dining for the *Prospective Graduate Student Visiting Weekend* with limited funds.
- Update and maintain department website using DreamWeaver.
- Present course lectures and conference presentations using Microsoft PowerPoint.

Recruiting/Mentoring Skills

- Actively recruit prospective graduate students to attend the University of Illinois.
- Provide academic and career advice to undergraduate students.

Data Specialist and Grant Reviewer ▪ Child Care Resource Service ▪ Urbana, IL ▪ 2002-2003

Technical Skills

- Created, managed, and interpreted data files using SPSS and Microsoft Excel.
- Assisted with the transition of the Child Care Resource Service from an antiquated DOS database to a web database.
- Extracted and analyzed data to produce a comprehensive annual report for the Child Care Resource Service.

Managerial Skills

- Conducted phone interviews to assess the effectiveness of the Child Care Resource Service.
- Negotiated with other grant reviewers to allocate grant money to child care provider applicants.

SAMPLE COMBINATION RÉSUMÉ

Christopher J. Peterson

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EDUCATION

Master of Science in Psychology • *University of Illinois • Champaign, IL • December 2002*

Bachelors of Arts in Psychology • *The Ohio State University • Columbus, OH • June 2001*

RELATED WORK EXPERIENCE

Teaching Assistant • *University of Illinois • Champaign, IL • Aug. 2001 – Present*

Leadership Skills

- Develop course content and manage all course activities for 100-150 Introductory Psychology students.
- Provide a meaningful experience for students that includes video clips, group exploration, review games, participant demonstrations, and instructor-led discussions.

Advising and Mentoring Skills

- Meet personally with students to discuss course progress, future career plans, and effective studying strategies.
- Work with students to determine study needs and address problems in creative ways.
- Meet with students weekly to maintain study habits and improve quiz performance as necessary.
- Guide new instructors on all course-related issues, including handling student academic problems, implementing interesting class demonstrations, using course-related technologies (Gradebook, classroom multimedia), and writing effective test questions.

Communication Skills

- Prepare and present three lectures per week for three course sections using multimedia technologies (PowerPoint, video, and course website).

Assessment Skills

- Develop and grade exams and quizzes that assess student mastery of subject material.
- Create assignments that provide opportunities to tie theory into students' lives and explore topics on their own.

Human Resources Representative • *Bergners, Inc. • Champaign, IL • June 2003 – Present*

Recruiting/Selection Skills

- Served as point of contact for all applicants.
- Logged and track incoming applications and resumes.
- Communicated with hiring managers to screen applicants and make recommendations concerning possible person-job fit.
- Conveyed selection decisions to applicants.

Mock Interviewer • *Career Center at University of Illinois • Champaign, IL • January – May 2002*

Career Development Skills

- Interviewed undergraduate and graduate students using behavior-based interview techniques.
- Discussed strengths and areas of improvement for developing more effective interviewing skills.