

Resume

On Your Own Unit

Three Types of Resumes

- **Chronological**
- **Functional**
- **Combination**

Chronological Resume

Jane Smith

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PROFESSIONAL EXPERIENCE

Mozilla Corp.

Senior Computer Developer

New
Apr 2006

- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt requirements.
- Write, update, and maintain computer programs or software packages to handle specific jobs such as tracking inventory, storing or retrieving data, or controlling other equipment.
- Compile and write documentation of program development and subsequent revisions, inserting comments in instructions so others can understand the program.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software systems programmer.
- Consult with managerial, engineering, and technical personnel to clarify program intent, identify problems, and changes.
- Prepare detailed workflow charts and diagrams that describe input, output, and logical operation, and convert a series of instructions coded in a computer language.
- Correct errors by making appropriate changes and rechecking the program to ensure that the desired results are produced.
- Conduct trial runs of programs and software applications to be sure they will produce the desired information the instructions are correct.

Drugstore.com

Web Software Developer

New
Aug 2004 –

- Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management and digital media.
- Provide clear, detailed descriptions of web site specifications such as product features, activities, software, communication protocols, programming languages, and operating systems software and hardware.
- Evaluate code to ensure that it is valid, is properly structured, meets industry standards and is compatible with browsers, devices, or operating systems.
- Identify problems uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction.
- Develop or validate test routines and schedules to ensure that test cases mimic external interfaces and address browser and device types.

EDUCATION

NEW YORK UNIVERSITY

Bachelor of Science in Computer Science, August 2003

New

- GPA: 3.3/4.0

ADDITIONAL SKILLS

- Proficient in Microsoft Office (Powerpoint, Outlook, Word, Excel, Access)
- Configuration management software — IBM Rational ClearCase; Revision control software
- Requirements analysis and system architecture software — Unified modeling language UML
- Application server software — Application server software; IBM WebSphere
- Data base user interface and query software — Structured query language SQL

Chronological Resume

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isbergen.com

- Focuses on work history and experience
- Most widely accepted & used



“My short-term goal is to bluff my way through this job interview. My long-term goal is to invent a time machine so I can come back and change everything I’ve said so far.”

Chronological Resume

Advantages

Easy for a hiring manager to see your work experience, responsibilities, & achievements

Shows continuity

Disadvantages

Can be difficult to use if you have gaps in employment, a limited employment history, or a lot of varied jobs

Functional Resume

John Doe

321 Main Street
Chicago, IL 21046 United States
888.800.8000
john.doe@gmail.com

QUALIFICATIONS SUMMARY

Registered Nurse with 10+ years experience in a hospital and outpatient clinic environment. Self-motivated professional who works well under pressure and tight deadlines, while possessing excellent communication skills with medical staff, clients, and patients.

- Managed nursing staff team consisting of 23 members in assigning duties and schedules in patient care.
- Directed infection control programs by advising specified personnel about necessary precautions and increasing safety measure effectiveness by 15%.
- Instructed individuals, families and other groups on topics of health education, disease prevention and childbirth, and developed health improvement programs.
- Prescribed drugs, medical devices or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures.
- Observed patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
- Administered prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.
- Coordinated and cooperated with health care team members to assess, plan, implement and evaluate patient care plans.

WORK HISTORY

L.A. General Hospital
Registered Nurse II

Los Angeles, CA
Jun 2009 – present

San Diego State Hospital
*Registered Nurse
Nurse Practitioner*

San Diego, CA
*Feb 2007 – May 2008
Apr 2003 – Feb 2007*

Arizona State Hospital
Nurse Practitioner

Phoenix, AZ
Aug 1999 – Aug 2003

EDUCATION

ARIZONA STATE UNIVERSITY
Bachelor of Science in Nursing, May 1998

Phoenix, AZ

LICENSES & CERTIFICATIONS

- CPR Certified
- Registered Nurse, State of California (#34939)
- Nationally Certified Neonatal Nurse Practitioner

Functional Resume

- **Highlights skills and qualifications (qualifications summary)**
- **Less emphasis on work history**

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“Instead of my résumé, I’ve printed out my daily horoscope for the past year. You’ll see that I’m a special person who’s destined for great things!”

Functional Resume

Advantages

Good for people with little work experience

Useful for recent graduates, people with gaps in employment, people changing careers, etc.

Disadvantages

Some employers may think you're hiding something

Not as widely used

Combination Resume

John Doe

321 Main Street
Chicago, IL 21046 United States
888.800.8000
john.doe@gmail.com

QUALIFICATIONS SUMMARY

- 10+ years experience as a Registered Nurse in a hospital and outpatient clinic environment.
- Provide quality care and assessment for individuals or families in identifying potential health or safety problems.
- Excellent communication skills with medical staff, clients, and patients.
- Evaluated as professional and responsible employee who works well under pressure and tight deadlines.

MEDICAL AND SPECIALIZED SKILLS

- Performed physical examinations, made tentative diagnoses, and treated patients under the instruction of a physician.
- Observed patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
- Administered prescribed medications or start intravenous fluids, noting times and amounts on patients' charts.
- Prescribed drugs, medical devices or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures.
- Assessed the needs of individuals, families or communities, including assessment of individuals' home or work environments to identify potential health or safety problems.

ADMINISTRATIVE AND LEADERSHIP SKILLS

- Managed nursing staff team consisting of 23 members in assigning duties and schedules in patient care.
- Directed infection control programs by advising specified personnel about necessary precautions and increasing safety measure effectiveness by 15%.
- Coordinated and cooperated with health care team members to assess, plan, implement and evaluate patient care plans.
- Took responsibility for Medical Service Unit's staff, budget, planning, and long-range goals.

COMMUNICATION & INTERPERSONAL SKILLS

- Instructed individuals, families and other groups on topics of health education, disease prevention and childbirth, and developed health improvement programs.
- Explained procedures, examinations, or treatments to patients in a clear and understandable manner.
- Consulted with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.

WORK HISTORY

L.A. General Hospital <i>Registered Nurse II</i>	Los Angeles, CA <i>Jun 2009 – present</i>
San Diego State Hospital <i>Registered Nurse Nurse Practitioner</i>	San Diego, CA <i>Feb 2007 – May 2009 Apr 2003 – Feb 2007</i>
Arizona State Hospital <i>Nurse Practitioner</i>	Phoenix, AZ <i>Aug 1999 – Aug 2003</i>

EDUCATION

ARIZONA STATE UNIVERSITY <i>Bachelor of Science in Nursing, May 1998</i>	Phoenix, AZ
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LICENSES & CERTIFICATIONS

- CPR Certified
- Registered Nurse, State of California (#34939)
- Nationally Certified Neonatal Nurse Practitioner

Combination Resume

- Focuses both on qualifications and work history
- Hybrid of the other two

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**“Don’t think of me as a 54 year old job applicant.
Think of it as getting two 27 year olds for the price of one!”**

Combination Resume

Advantages

Allows for some flexibility when making your resume

Good for people with limited job experience too

Disadvantages

Some employers may think you're hiding something

Not as widely used

It's YOUR Turn!!!

- **Start your resume brainstorm using the following categories:**
 - **Work History**
 - **Volunteer Experience**
 - **Education**
 - **Extracurricular activities, sports, clubs, etc.**
 - **Honors/Awards**
 - **Skills**

Resume Due Date

- **Rough Draft: Due Wednesday, May 22**
- **Final Draft: Due Friday, May 31 (to be submitted with your final On Your Own Unit Report)**