



Task Title: Resume Content

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐
Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The Learner will read information about resumes to understand the types, contents, and layouts of resumes and answer questions.

Main Competency / Task Group / Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.1
- Communicate Ideas and Information/Write continuous text/B2.2

Materials Required:

- Pen and paper and/or digital device

Learner Information

You need a resume to apply for employment. Understanding how the resume is put together and what goes in it is important to your job search and the skills you have to offer.

Read the "Resume Content" information.

Resume Content

What is a resume? It is a document outlining your work history or job-related experience and educational background. It should be presented in a clear and concise manner. Your resume is a tool used to market you and your skills to an employer and is a screening tool for an employer.

Types of Resumes

There are three types of resumes used by most people today and they include Chronological, Functional, and Combination (Chrono-Functional).

Chronological - This is the most traditional format, starting with your most recent employment.

Layout - It begins with your most recent work experience first where titles and organizations are listed first as a heading and followed by duties and accomplishments listed below.

Advantages - emphasizes progress/growth, easy to read and write

Disadvantages - highlights short-term employment, shows gaps in employment

Functional - This type focuses on skills, abilities, and qualities and may include both paid work, community, or volunteer activities.

Layout - Skills are organized into categories such as Computer Expertise, Managerial Experience, or Retail Experience. Each skill category should have a heading relevant to the skills listed.

Advantages - highlights skills whether they pertain to work or community activities, does not show gaps in employment

Disadvantages - downplays direct experience to a potential employer, more challenging to put together

Combination (Chrono-Functional) - Combines both Chronological and Functional. When listing experience, it will put skills together with experience eliminating timelines.

Resumes must always include:	Resumes must never include:
Name	References
Address	Salary
Phone Number	Abbreviations and Jargon
Email	Age, Race, Religion, Sex and National Origin
Job-Related Experience/Skills	
Past Employers	
Education and Training	

Common Headings used in resumes may include:

- Contact Information
- Profile
- Education
- Experience
- Areas of Expertise
- Professional Development
- Significant Accomplishments
- Computer Skills
- Community Involvement
- Volunteer Experience
- Employment Experience

Other considerations when developing your resume:

- create a rough draft
- employers decide on an interview in less than one minute when reviewing a resume
- list all experience and education
- use action verbs to describe your duties and skills
- edit out information not relevant to a particular job prospect
- should not have any spelling or grammar errors
- never longer than two pages, but one page is preferred
- **Proofread, Proofread, Proofread**

Work Sheet

Task 1: What are the three kinds of resumes?

Answer:

Task 2: What are the advantages of a Chronological Resume?

Answer:

Task 3: What is the layout of a Functional Resume?

Answer:

Task 4: How much time does an employer take to decide on an interview?

Answer:

Task 5: What are 3 things that should never go in a resume?

Answer:

Task 6: What are two additional headings you may use in a Chronological resume?

Answer:

Task 7: In your own words, explain why it is important to continually proofread your resume.

Answer:
