



**Q: What is a resume?**

A: A resume is generally a one or two page document, on which you present your experience, accomplishments, and training. There are various ways that a resume can be presented. These are called resume “formats” or “templates.”

**Q: What different types of resume formats or templates exist?**

A: There are many different types of resume formats and templates, however, the most typical of these are:

**Chronological-** Your education, training, employment history and accomplishments are recorded chronologically, by date. Start with your most recent experience first.

**Targeted-** This type of resume style requires a detailed understanding of your targeted job. Present your experience in terms of transferable skills. This is an excellent way to show how your experience transfers to a different industry or business.

**Combination-** Blend of both Chronological and Targeted resume styles. This is a good option when you are interested in making a career change and/or change to a different industry.



**Q: Do I need to include a cover letter?**

A: The cover letter is an opportunity to share with the hiring manager how and why you are the best person for the job. Often an employer describes an ideal candidate profile. A cover letter is your chance to show the hiring manager the ways in which you match the ideal candidate profile.

It is also the opportunity to showcase your writing skills. Keep it concise.

**Q: I just learned that I need to submit a resume tomorrow morning, how can I learn how to do it fast?**

A: Refer to our *Quick Tips for Resume Writing* handout on our Just-in-Time Training Support page under Career Preparation Resources. OR visit YouTube.com and use the search term "resume writing."

YouTube is a video-sharing website on which users can upload, share, and view videos. Learn by watching both amateurs and pros do everything from install a new doggy door to assemble a coffee table. YouTube.com is one option to learn how to do something, *including* creating a resume. In as little as 15 minutes you can get the basics.

