



**CHRONOLOGICAL RESUME WORKSHEET**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**EMPLOYMENT OBJECTIVE (Optional):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SUMMARY (Optional - may include on cover letter):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE**

Employer, City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities/Accomplishments/Skills:

\_\_\_\_\_  
\_\_\_\_\_

Employer, City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities/Accomplishments/Skills:

\_\_\_\_\_  
\_\_\_\_\_

Employer, City, State: \_\_\_\_\_

Job Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Responsibilities/Accomplishments/Skills:

\_\_\_\_\_  
\_\_\_\_\_



## TYPES OF RESUMES

### **EDUCATION:**

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### **LICENSES AND CERTIFICATIONS:**

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### **AWARDS:**

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### **PROFESSIONAL MEMBERSHIPS:**

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**FUNCTIONAL RESUME WORKSHEET**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**EMPLOYMENT OBJECTIVE (Optional):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**HIGHLIGHTS OF QUALIFICATIONS (Optional):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK EXPERIENCE**

**Occupational/Functional Category:** \_\_\_\_\_

**Skills/Accomplishments/Responsibilities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Occupational/Functional Category:** \_\_\_\_\_

**Skills/Accomplishments/Responsibilities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Occupational/Functional Category:** \_\_\_\_\_

**Skills/Accomplishments/Responsibilities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**EMPLOYMENT HISTORY**

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_/\_\_\_\_

**EDUCATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LICENSES AND CERTIFICATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AWARDS/ PROFESSIONAL MEMBERSHIPS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**COMBINATION RESUME WORKSHEET**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**EMPLOYMENT OBJECTIVE (Optional):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SUMMARY OF SKILLS AND/OR EXPERIENCE**

Skill/Experience: \_\_\_\_\_

Description: \_\_\_\_\_

Skill/Experience: \_\_\_\_\_

Description: \_\_\_\_\_

Skill/Experience: \_\_\_\_\_

Description: \_\_\_\_\_

**WORK EXPERIENCE**

Name of Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address/Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address/Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_/\_\_\_\_

Name of Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address/Phone: \_\_\_\_\_ Dates of Employment: \_\_\_\_/\_\_\_\_

**EDUCATION**

School Name: \_\_\_\_\_

City/State: \_\_\_\_\_ Dates of Attendance (if recent): \_\_\_\_/\_\_\_\_

Major(s): \_\_\_\_\_

Degree/Certificate Earned: \_\_\_\_\_



## TYPES OF RESUMES

### **LICENSES AND CERTIFICATIONS:**

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### **PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS:**

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### ATS RESUME BEFORE AND AFTER EXAMPLE

Resume that is **not** ATS compatible. This resume uses special formatting including tables and special fonts.

# MICHELLE HLOOM

## GRAPHIC DESIGNER

(123) 456 78 99 – info@hloom.com – www.hloom.com

Progressively maintain extensive infomediaries via extensible niches. Dramatically disseminate standardized metrics after resource-leveling processes. Objectively pursue diverse catalysts for change for interoperable meta-services. Quickly cultivate optimal processes and tactical architectures. Completely iterate covalent.

### EXPERIENCE

#### **Creative Bee**

2011 – present

#### **SENIOR DESIGNER**

Sedcon sectetu rportt itorleo, et accums annib hpell ente sque vitae. Utvar iusgra vida lorem sed euis mod. Vestib ulum ante ipsum rimis in faucib usor ciluctus et ultrice sposu errec ubilia Curae; Donec fringil laeratim perdiets ollicit udin tempus. Quickly cultivate optimal processes and tactical architectures. Completely iterate covalent strategic theme areas via accurate e-markets.

#### **Gravity Designs** **ASSISTANT DESIGNER**

2005 – 2011

Proin eutincid untsapien. Quisque semper, diam in mole stiec ommodo, magna nis ltempus dolor, egetfrin gillalec tusur navel ipsum.

#### **Blue Bee Art**

1998 – 1999

#### **ART DIRECTOR**

Sedsusci pit ante in arcuegest ascon vallis. Etiamfe rment umtellus sit ame ttristi que ultrices. Nulla id auctorarcu. Nullam ante sem, euismod non tellusvel, blandi tgrav idadui. Sed soda lesdig nis simnisl, velint erduml orem lobor tiseu.

#### **Green Elephants** **ART DIRECTOR ASSISTANT**

1995 - 1998

Appropriately empower dynamic leadership skills after business portals. Globally myocardinate interactive supply chains with distinctive quality vectors. Globally revolutionize global sources through interoperable services.



## TYPES OF RESUMES

**GRAVITY  
DESIGNS**  
1992 - 1995

### **ASSISTANT DESIGNER ASSISTANT**

Credibly innovate granular internal or "organic" sources whereas high standards in web-readiness. Energistically scale future-proof core competencies vis-a-vis impactful experiences. Dramatically synthesize integrated schemas with optimal networks. Interactively procrastinate high-payoff content without backward-.

### **EDUCATION**

**Orlando  
University**  
2005 – 2011

### **BACHELOR OF ART**

Sedcons ectet urportt itorleo, et accumsann ibhpe llent esque vitae. Utv ariusg ravida lorem sed euismod. Vesti bulum ante ipsum primis in faucibus orciluctus.

**School or Cool  
Designs**  
1993 – 1995

### **COOL DESIGNER CERTIFICATE**

Proine utincidu ntsapien. Quisque semper, diam in mole stie commodo, magna nisl tempus dolor, eget fringil lalect us urnave lipsum.





### ATS RESUME BEFORE AND AFTER EXAMPLE

The same resume as before that is now ATS ready. This resume example has no special formatting, only text. To learn more about these types resumes, please view the Interactive Online Training series *Applicant Tracking Systems (ATS)* parts 1 and 2 under the *Career Advising – Applicant Tracking Systems* section in [TRAIN](#).

MICHELLE HLOOM  
GRAPHIC DESIGNER  
(123) 456 78 99 – info@hloom.com – www.hloom.com

Progressively maintain extensive infomediaries via extensible niches. Dramatically disseminate standardized metrics after resource-leveling processes. Objectively pursue diverse catalysts for change for interoperable meta-services. Quickly cultivate optimal processes and tactical architectures. Completely iterate covalent.

#### EXPERIENCE

##### Creative Bee

2011 – Present SENIOR DESIGNER

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##### Gravity Designs

2005 – 2011 ASSISTANT DESIGNER

Proin eutincidunt sapien. Quisque semper, diam in molestie orci, magna nisi ltempus dolor, eget fringil laeratim tusur navel ipsum.

##### Blue Bee Art

1998 – 1999 ART DIRECTOR

Sed suscipit ante in arcu eget ascon vallis. Etiam fermentum ut tellus sit amet tristique ultrices. Nulla id auctor arcu. Nullam ante sem, euismod non tellus vel, blandit tgravitadui. Sed sodales dignam nisi simnisi, velint erdum labore tiseu.

##### Green Elephants

1995 - 1998 ART DIRECTOR ASSISTANT

Appropriately empower dynamic leadership skills after business portals. Globally myocardinate interactive supply chains with distinctive quality vectors. Globally revolutionize global sources through interoperable services.

##### GRAVITY DESIGNS

1992 - 1995 ASSISTANT DESIGNER ASSISTANT

Credibly innovate granular internal or "organic" sources whereas high standards in web-readiness. Energistically scale future-proof core competencies vis-a-vis impactful experiences. Dramatically synthesize integrated schemas with optimal networks. Interactively procrastinate high-payoff content without backward.

This is a general format. Actual content and layout may vary. Not all items are required or necessary.



## TYPES OF RESUMES

### EDUCATION

Orlando University

2005 – 2011 BACHELOR OF ART

Sedcons ectet urportt itorleo, et accumsann ibhpe llent esque vitae. Utv ariusg ravida lorem sed euismod. Vesti bulum ante ipsum primis in faucibus orciluctus.

School or Cool Designs

1993 – 1995 COOL DESIGNER CERTIFICATE

Proine utincidu ntsapien. Quisque semper, diam in mole stie commodo, magna nisl tempus dolor, eget fringil lalect us urnave