



LifeSmarts
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Content Vocabulary: Technology & Workforce Preparation

WRITE A RESUME

Action words – Verbs used on a resume to describe professional skills, tasks, and achievements in a short and powerful way

Activities / clubs / honors – A heading on a resume under which you list special activities you participated in, organizations you joined, and honors you won, received or achieved

Chronological format – A resume format that showcases work history starting with your current job and working backwards, listing employers, dates, and job responsibilities

Education – A heading on a resume under which is listed the post-secondary schools and the high schools attended, noting any relevant courses

Employment – A heading on a resume under which you list your current employment and other relevant positions, the dates of employment duties and accomplishments

Experience – A heading on a resume under which you list past work experience and skills relevant to the position you are applying for

Functional format – A resume format that focuses on skills and responsibilities and is more likely to be used after you have been in your career for some time

Objective – A short statement near the top of your resume that details the type of job you are seeking and your career goals. Also called a branding statement

Personal Information – A heading on a resume under which you include your name, address, phone number and email

References – A heading on a resume under which you list the people who will provide information about you and endorse you for the job

Resume – A one page summary of your skills, education, and experience, most often used to gain new employment

Summary of skills – A heading on a resume under which you list special skills or talents that are not included elsewhere on the resume, but would be relevant to the employer