OCFA Resume

Tips for Building your Fire Department Resume

Why You Need a Resume

- A professionally written and [formatted resume](#) will tell others about you. Panel members can easily see your qualifications if your resume format is clean and simple. We will show you how to format a resume to submit with your job applications

Resume Format

- The format of your resume structures the organization of your professional story. There are three main formats:
  - Chronological
  - Functional
  - Combination/hybrid

Chronological Resume

- A chronological resume is the standard resume format. It clearly shows off the companies you've worked for, and length of employment. To build it, list jobs in reverse-chronological order, starting with your current or most recent job, and then moving backward.

- A chronological resume typically includes a summary, work history, skills and education section in that order. Consider choosing the chronological resume format if you're looking to stay within the same industry throughout your career, for it provides a clear view of your progress.

Chronological Resume

- **BENEFITS:**
  - Preferred format of recruiters and hiring managers
  - Provides a concise snapshot of your work history
  - Easy to see career progression

- **BEST FOR:**
  - Job seekers with a solid work history
  - Applicants with a good story to tell
  - Applicant tracking system scans

Chronological Resume

Consider using a chronological resume format if you have a solid work history.

Functional Resume

- A functional resume, unlike the chronological resume, places skills and related achievements center stage. Work history is deemphasized — in fact, this section is typically a listing of previous employers and dates.

- A functional resume also typically includes a summary, skills or qualification section, work history and the education section, in that order. The functional format is great for people new to the workforce, with gaps in their employment history, or embarking on a career change since the functional resume downplays work history and brings marketable skills to the forefront.

Functional Resume

- **BENEFITS:**
  - Skills are highlighted
  - Less emphasis is placed on work history
  - Can focus on your most important accomplishments

- **BEST FOR:**
  - Job seekers with limited work experience
  - Individuals with gaps in their work history
  - Those who are changing careers

Functional Resume

Consider using a functional resume format if you are an entry-level job seeker or if you have employment gaps.

Combination Resume

- A [combination or hybrid resume](#) features both chronological and functional styles. This format combines the skills focus of the functional resume with the chronological resume approach capturing your work history.

- It's a best-of-both-worlds approach to resume writing — a format that works nicely for recent college graduates and career changers, as well as seasoned professionals who have worked many similar positions.

Combination Resumes

- **BENEFITS:**
  - Skills and work experience share the spotlight in this format
  - Less emphasis is placed on work history
  - Provides recruiters and hiring managers with chronology

- **BEST FOR:**
  - Those with a diverse employment history
  - Students and recent college graduates
  - Those making career changes

Combination Resumes

The combination resume format is ideal for applicants who have little job experience or those who have worked in the same job for many years.

5 Parts of a Resume

1. Contact and Header
2. Summary Statement
3. Skills
4. Work Experience
5. Education and Training

Part One

Contact and Header

- At the top of your resume, place a header that contains your name and contact information. Provide your current phone number and a professional email address so hiring managers can reach you.

Part 2

Summary Statement

• Introduce yourself with a concise, engaging summary that highlights your most relevant skills. Your summary alone can provide enough information to encourage a hiring manager to invite you for an interview.

Part 3

Skills

- Your skills section should list six to eight major qualifications. Customize this list according to the preferences and requirements you see in the job posting. Mirroring terms exactly will increase your resume's chance of passing an applicant tracking system.

Part 4

Work experience

- Start each entry in your work history section with the organization's name and location, your job title, and your dates of employment. Next, provide a bullet-pointed list of top job functions and outstanding contributions. Active language and specific metrics help this section stand out.

Part 5

Education and Training

- Most applicants, excluding law and finance job seekers, put their education section last. In this section, list your relevant education. Recent graduates may also list relevant classes and activities, as well as academic honors.

Tips for Writing a Resume

LENGTH IS CRUCIAL

- Aim for a one-page resume, but if you've been in the professional work world for a while, you can extend to two pages. A general rule of thumb with resume length is one page for every decade of experience. Don't squeeze 20 years of experience into a single page or you miss detailing critical information about your experience. Recent grads and those applying for entry-level roles should always keep it to one page.

Tips for Writing a Resume

FORMAT IS CRUCIAL TOO

• An applicant's name may stand out nicely thanks to the use of color and a slightly larger font size. A splash of color is acceptable for most fields, but for more traditional or conservative roles, stick with black and white. When considering which font to use, aim for one that is easy to read. Times New Roman is always a safe bet

Tips for Writing a Resume

SELL YOURSELF FAST:

• You need to make the recruiter or hiring manager sit up and take notice instantly. And one of the best ways to do that is by writing a thoughtful yet concise summary statement. Think of it as your 30-second elevator pitch to a potential employer. Provide a succinct overview of your experience, two or three valuable skill sets, and some key soft skills.

Resume Help

https://www.myperfectresume.com/best-resume-formats