



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.

Ryan Gutierrez

Austin, TX
[555] 555-5555 example@example.com

PROFESSIONAL SUMMARY

Dynamic Software Engineer skilled at developing complex solutions and possessing strong creative thinking skills, high energy and integrity.

WORK HISTORY

SOFTWARE ENGINEER | 07/2018 to Current

Google Inc. - Austin, TX

- Consulted with network engineering staff to evaluate hardware and software requirements for new system development.
- Worked effectively with cross-functional design teams to create software solutions that elevated client side experience and significantly improved overall functionality and performance.
- Worked closely with other business analysts, development teams and infrastructure specialists to deliver high availability solutions for mission-critical applications.
- Researched, designed and implemented scalable applications for information identification, extraction, analysis, retrieval and indexing.

SOFTWARE INTERN | 06/2017 to 08/2017

Google Inc. - Austin, TX

- Established compatibility with third party software products by developing program for modification and integration.
- Provided methodologies for object-oriented software development and efficient database design.
- Developed and implemented complex internet and intranet applications on multiple platforms.
- Recommended network security standards to management.
- Consistently met deadlines and requirements for all production work orders.

SOFTWARE DEVELOPMENT INTERN | 06/2016 to 08/2016

Texas Instruments Inc - Dallas, TX

- Collaborated with other developers to identify and alleviate number of bugs and errors in software.
- Carefully documented technical workflows and knowledge in private wiki for education of newly hired employees.
- Designed and developed reports using SQL Server Reporting Services.
- Analyzed source code to identify and rectify potential functionality issues.
- Developed processes to automate tasks, resulting in a 20% increase in efficiency.

SKILLS

- Testing and maintenance
- Database management software
- Network development and administration
- HTML and XML
- Web-based software engineering
- Expert in Java, C++, and Python

EDUCATION

University Of Texas At Austin - Austin, TX | Bachelor Of Science
Computer Science, 2018

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.

STELLA DONALDSON

Stors, CT | (555) 555-5555 | example@example.com

Summary Statement

Skilled Data Entry worker with advanced knowledge of data entry software including Excel and SQL. Efficient typist averaging over 100 WPM with 97% accuracy. Perceptive data analyst able to draw data needed by other staff members.

Summary of Qualifications

- Adept at completing projects with minimal supervision.
- Detail-oriented and committed to quality and accuracy with a drive for achieving corporate objectives.
- Skilled at managing multiple, concurrent projects with competing priorities.

Professional Skills

Data Administration

- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Produced monthly ad hoc reports using advanced Excel spreadsheet functions.
- Corrected billing entry errors, saving the company over \$5000.

Relational Databases

- Write and maintained technical and functional specifications to document database intentions and requirements.
- Created scripts and processes for data integration and maintenance.
- Recommended architectural improvements, design solutions and integration solutions.

Data Interpretation

- Evaluated source documents to locate information needed for each data entry field.
- Maintained daily reports and advised executive leaders in decision-making processes.
- Compiled monthly budget reports, financial spreadsheets and organizational charts to support business operations and improve office organization.

Work History

Data Entry Specialist University Of Connecticut – Stors, CT	01/2018 to Current
Data Entry Clerk Hertz Car Sales – Hartford, CT	02/2017 to 12/2017
Data Entry Intern Connecticut Science Center – Hartford, CT	01/2016 to 12/2016

Education

Bachelor of Arts: Anthropology University of Connecticut - Stors, CT	2015
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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.

FD
Franklin Duncan

Professional Summary
Diligent food inspector with successful history in food inspection and dedication to supporting team with hard work and knowledgeable service. Familiar with food safety requirements and strong genuine interest in science.

Work History

Department Of Agriculture - Food Inspector
Richmond, VA
12/2016 - Current

- Evaluated packaging, packing and marking requirements.
- Identified unsanitary conditions in food storage facilities.
- Performed duties in accordance with approved standards of conduct and report suspected fraud.
- Accepted/rejected incoming shipments of food and food ingredients on the basis of food safety requirements.

Food Safety And Inspection Service - Food Inspector
Richmond, VA
10/2015 - 11/2016

- Examined food animals in privately-owned meat or poultry plants.
- Maintained sanitation procedures to ensure product is not contaminated.
- Operated all equipment necessary to complete required jobs.

MM Services Inc. - Health Inspector
Richmond, VA
08/2013 - 09/2015

- Inspected red meats, poultry, water foods, and dairy products.
- Used equipment to test meats and products to ensure safety.
- Maintained sanitation procedures.

example@example.com
(555) 555-5555
Richmond, VA

Skills

- Equipment maintenance
- Safe food handling
- Environmental assessment
- Studying animal behavior
- Sample testing
- Detail-oriented
- Self-motivated
- Knowledge of state standards/regulations
- FDA contract inspection
- Fluent in Spanish and Mandarin

Education

2012
University of Virginia
Charlottesville, VA
Bachelor of Science: Biology

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>

