

# RÉSUMÉ TIPS

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## FORMAT OPTIONS

### Chronological

*Warning: It makes non-impressive job titles and frequent career path changes clearly visible*

### Functional or Skills-based

*Warning: It draws attention to an absence of related experience*

### Combination

## SUMMARY OR HIGHLIGHTS OF QUALIFICATIONS

### Summary of Qualifications (Sample)

## REFERENCES

### Choosing your references

### Preparing your reference page

### Educating and informing your references

### ON YOUR RÉSUMÉ, DON'T...

MURRAY STATE

VRXU

100 OAKLEY APPLIED SCIENCE BUILDING | 270.809.3735

MURRAYSTATE.EDU/CAREER





**General**

# CHRONOLOGICAL RÉSUMÉ

## SUMMARY OF QUALIFICATIONS

## EDUCATION

## EXPERIENCE

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COMBINATION RESUME

REFERENCES

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COMBINATION RESUME

SUMMARY OF QUALIFICATIONS

# BUILD YOUR RESUME WORKSHEET

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