

# Resumes: Chronological, Functional, Combination, Targeted and Government

## **Types of Resumes-**

There are several basic types of resumes used to apply for government job openings. Depending on the personal circumstances of the candidate, they normally choose a chronological, functional, combination, targeted or **Government resume**. Below is a brief summary of each resume type. Today we will focus on the **Government resume**.

### **Chronological Resume:**

A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This type of resume works well for job seekers with a strong, solid work history.

### **Functional Resume:**

A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

### **Combination Resume:**

A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

### **Targeted Resume:**

A targeted resume is a resume that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted resume than to just click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

### **Mini Resume:**

A mini resume contains a brief summary of your career highlights qualifications. It can be used for networking purposes or shared upon request from a prospective employer or reference writer who may want an overview of your accomplishments, rather than a full length resume.

### **Government Resume:**

Unlike resumes for business, the federal resume includes many more details about your work experiences, education and professional training, awards, honors scholarships, professional memberships, outside interests and volunteer experiences that could be relevant to the job. These resumes could be two to five pages long. Be sure to check specifics detailed in each vacancy announcement and address them in your resume. Some jobs are posted on: <http://www.usajobs.opm.gov>. The government also has several other ways to hire, including: Veterans Programs, Programs for Persons with Severe Physical Disabilities, The Presidential Management Intern Program, *Outstanding Scholar Program*, *Bilingual/Bicultural Program* and several Student Programs.

## Government Resume Tips

A government resume must present information quickly, clearly, and in a way that makes experience relevant to the position in question. That means condensing information down to its most powerful form. The following are a few useful tips to be kept in mind while designing a government resume.

### Focus on the following areas:

- Skills
- Areas of expertise
- Certifications
- Accomplishments

### Job Objective:

Have a clear job target to develop your government resume. Create a brief headline that encapsulates the career goal and one or two top qualifications.

### Summarize:

Summarize strengths and key qualifications within the top half of the first page of the resume under sections like "Professional Profile" and the "Areas of Expertise" listing keywords that are pertinent to the career choice. Also include industry certifications and licenses.

### Emphasize accomplishments:

Describe basic job responsibilities, followed by a bulleted list of accomplishments. Show quantifiable results of work.

### So, how should you advise people applying for federal jobs? Tell them to...

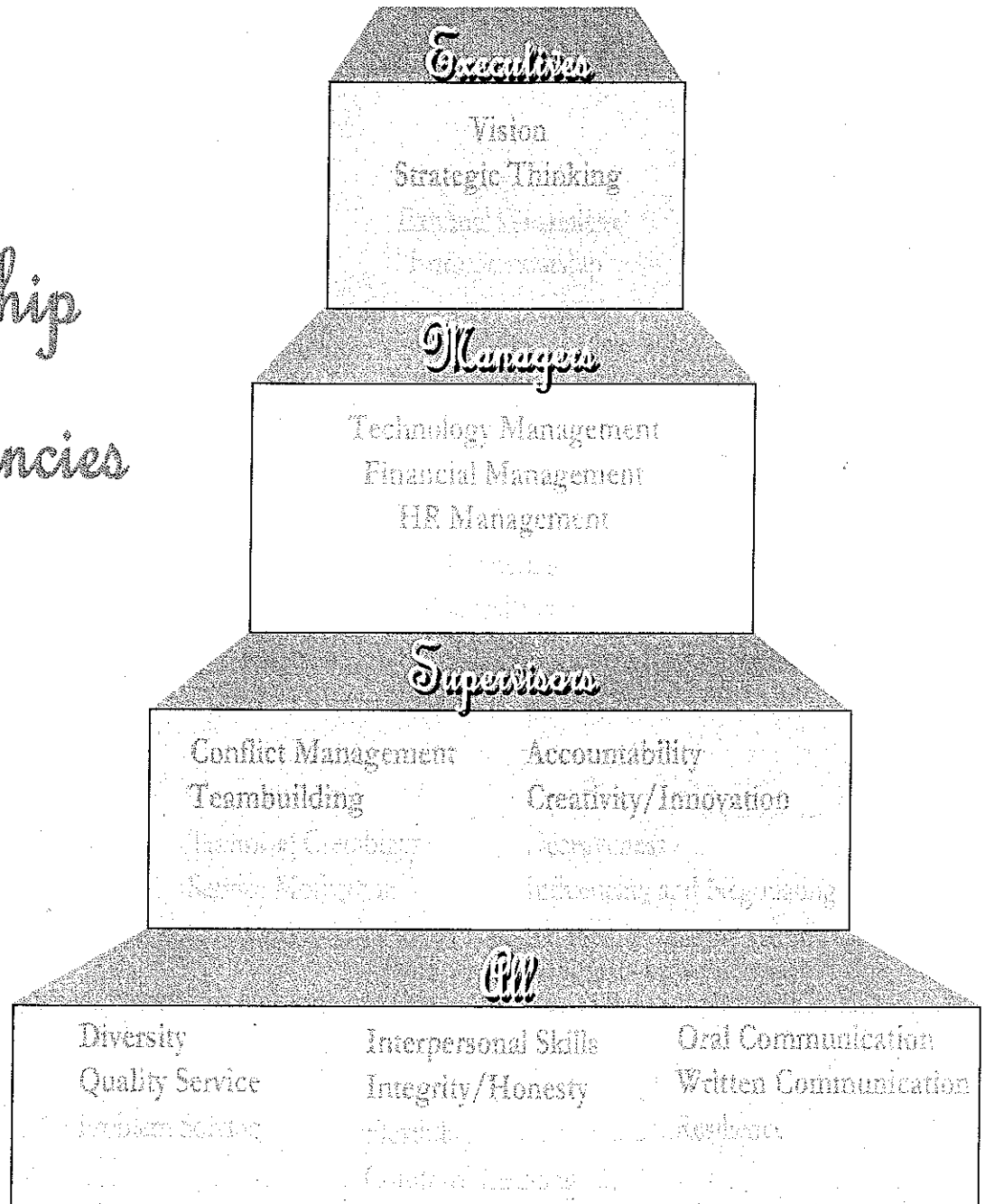
- Adapt your resume for the specific position for which you are applying.
- Demonstrate your strengths in the resume through job experiences, academic background, or volunteer/community activities. Always put your best selling points first.
- Do not misrepresent yourself or exaggerate; government employers do check information.
- Keep it concise, and clear.
- Make it easy to read. Avoid a cluttered look. Leave spaces between sections. Use headings to organize the details.
- Eliminate irrelevant information and re-write until you think it is succinct and accurate.
- Distill long, dense paragraphs by creating bulleted, indented, focused statements. Short, powerful lines show the reader, in a glance, exactly why they should keep reading.
- Connect your skills to your job history.
- Use the **Keywords** pertinent to the specific job profile.
- Construct statement using **Action Verbs**. **Some examples are...**

accelerate	Advise	analyze	approve	arrange	assemble	assist	build	collect	complete	conceive
streamline	conduct	control	coordinate	create	reorganize	detect	develop	direct	discover	write
distribute	supervise	deliver	demonstrate	design	eliminate	establish	evaluate	examine	expand	train
expedite	formulate	generate	implement	improve	increase	influence	research	instruct	lead	test

So what other things might government employers look for when making selection decisions. Most agencies are seeking leaders. The Office of Personnel Management compiled a list of critical leadership competencies, summarized below...

(The items in bold are the leadership competencies Social Security identified as crucial for their employees.)

*Critical  
Leadership  
Competencies*



If applicable, job candidates can weave some of the attributes listed above into the narrative descriptions on their resumes.

## **Federalto Candidato**

3813 North 6<sup>th</sup> Street  
Inkster, Michigan 53212  
(413) 264-2698

- OBJECTIVE:** Continue to develop in the Social Services profession, working to enhance the lives of others.
- QUALIFICATIONS:** I have an extensive background in all areas of social service. My career experiences have afforded me a wealth of resources and professional contacts to draw upon.
- EDUCATION:** Bachelor of Arts, Lakeland College
- EMPLOYMENT:**
- August 2007-current      Social Service Director, New Horizon Center  
Conduct intake and pre-placement visits. Provide direct case management to residents and their families. Provide consultation to probation officers, case managers, and staff. Serve as a liaison between related agencies and their departments. Maintain proper documentation and records of all services provided.
- November 2005-  
August 2007      Assistant Teacher, Milwaukee Center For Independence  
Assist the kindergarten teacher. Children are both physically and mentally challenged.
- December 2003-  
August 2005      Social Worker, Learning Enterprise Vocational Training Institute  
Maintained case load of 100 students ranging in age from 17 – 21. Served as a liaison between students and social service agencies. Facilitated group learning sessions on teen parenting, verbal and physical abuse, goal setting and life expectations.
- 1989-2003      Director of Learning Enterprise Reception Center [ Safe House]  
Director in charge of all facets of operation and development in this 24-hour, 7-day a week temporary placement facility for abused children. Over 10,000 children passed through these doors and received quality care.
- Responsible for Intake Assessment: signs of physical abuse, medical needs, emotional trauma
  - Responsible for all liaison activity between the Center and contracting agencies, i.e., State of Wisconsin Child Welfare Bureau/Licensing Division, State of Wisconsin
  - Meet & greet each child on daily basis. Daily priority given for personal engagement
  - Responsible for daily assessment of change over: number of children, medical or behavioral changes of children
  - Responsible for evaluation of staff and volunteers at regular intervals recommended by board / administration
  - Responsible for the promotion and continuation of the services offered by the facilities; fiscal/budgetary mandates. Fundraising activities generated over 9-yr. span averaged \$150,000
  - Responsible for all Human Resource related functions to include hiring, development, training, promotion and dismissal
  - Served as Caregiver when needed

- 1988-1990                    Intake Case Worker, Milwaukee County Social Service Department  
Responsible for the investigation and court presentation of suspected abuse and/or neglect for youths ages 12-17 for the Protection Unit of the MCSSD. Responsible for placement of children into temporary or permanent home.
- 1985-1988                    Social Recreation Director, Boys & Girls Club of Greater Milwaukee  
Responsible for supervision of staff and participants related to Recreational Department.
- 1983-1985                    Vista Volunteer; Vocational Counselor, Next Door Foundation  
Responsible for accessing barriers to employment for teens. Program Developer for the enhancement in the marketability of teens. Served as liaison to potential employers and potential teen clients.

#### ACTIVITIES AND COMMUNITY SERVICE

- Served on the Board of Directors for the Wisconsin African American Women's Coalition
- Volunteer Coordinator for the County Supervisory Campaign
- Served on Board of Directors African World Festival / Chairwoman of Children's Stage
- Office Coordinator for North side Democratic Office
- Served on the United Way Strong Families Committee
- Member of Steering Committee of YW Works / W2 program
- Member of African American Professional Women's Association
- Served on Board of Directors Non-Profit Center of Milwaukee, Inc.
- Federal Review Committee, 2003, reviewing case files Milwaukee County Welfare Bureau
- African American Alliance Committee for Shelter and Group Homes

## **Joba Seekerson**

1234, West 67 Street,  
Carlisle, MA 01741,  
(123)-456 7890.  
Email: interested@provider.edu

### **OBJECTIVE**

To obtain an internship in Washington D.C. in a government agency or department in the field of economics.

### **EDUCATION**

B.A., Economics and Mathematics  
University of California, San Diego  
GPA: 3.5  
Graduation Date: June 20XX

### **Relevant Course Work:**

- Microeconomics And Macroeconomics
- Urban Economics
- Econometrics
- Public Policy

### **QUALIFICATIONS**

- Proficient in spreadsheet and database software, including Excel, Lotus, and Access
- Excellent customer service skills developed in a variety of retail settings
- Ability to communicate effectively over the phone and in person
- Strong research skills developed through work experience and course work
- Created new administrative process for tracking client contacts
- Experience working on team projects both at work and in courses

### **RELEVANT EXPERIENCE**

**Finance Intern** - Morgan Stanley Dean Witter, San Diego, CA 1/XX – present

- Assist Financial Consultants with prospecting new clients over the phone
- Research equities and mutual funds and input data into planning software
- Create and manage financial spreadsheets and investment databases
- Organize client files and develop client follow up procedures

**Lead Sales Associate** - Mervyns, San Diego, CA 9/XX – 9/XX

- Provided quality customer service to store patrons
- Handled cash transactions and daily receipt balances
- Coordinated the weekly schedule for 5 employees in department

**Waiter** - Coco's Restaurant, San Diego, CA 9/XX – 9/XX

- Provided quality food service to restaurant clientele
- Handled cash transactions and daily reconciled receipts

# DETAILA FEDERALA RESUMEA

10345 SOUTH RICE AVENUE, CHICAGO, IL 60666, (312) 736-9999, CELL (773) 438-8721

## CAREER OBJECTIVE

Being a highly motivated person who will be outstanding in a key position that demands all of my professional skills, education, and experience. **SUMMARY OF EXPERIENCE.** Over twenty plus years of diversified professional experience with an extensive background in social work, case management, psychosocial and interdisciplinary evaluations and assessments, surveys and interviews, training and teaching, individual and group counseling, team leadership, behavior management planning, staffing, and related administrative duties.

**EXPERTISE.** Skilled in working with clients of all ethnic and demographic backgrounds, experienced in counseling for conditions including mental illness, disabilities, anger management, substance abuse, as well as family and environmental concerns. **KNOWLEDGE.** Noted for excellent knowledge of and adherence to professional protocol, social work values, and federal/state regulations. Able to exercise good networking skills and maintain an active list of community resources and social service agencies.

**COMMUNICATION.** Well-developed communication skills demonstrated through interaction with clients and colleagues, extensive interviews, production of detailed written assessment reports, and the ability to establish and maintain professional relationships.

## WORK HISTORY

**Medical Office Manager**, Chhablani & Sheridan, S. C. , Chicago, IL (07/2006 — Present)

*Plan, direct, coordinate, and supervise the delivery of health care services for General Surgery physicians, part-time. Assist in formulating business strategies and coordinate day-to-day business. Reporting to Dr. Asha Chhablani and Dr. Joseph Sheridan. Responsibilities:* Ability to multi-task and manage both administrative and clinical duties. Perform many administrative duties, including answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and process patient billing.

**Medical Assistant**, Lewanzer Lassiter, OBGYNE, M. D., Chicago, IL (08/2006 — 12/2006)

*Medical Assistant in a private doctor's office, part-time. Reporting to Supervisor and Dr. Lewanzer Lassiter, M.D. Clinical duties includes being a professionally trained medical assistant; taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Collect and prepare laboratory specimens, perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. Instruct patient about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, prepare patients for x-rays. Arrange examining room instruments and equipment, purchase, stock, and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.*

**Social Service, Mental Health, and Disabilities Coordinator**, MARCY-NEWBERRY (01/2002 — 06/2006) *Responsibilities:* Plan, develop and implement the agency's social service/mental health plans developed in accordance with the Head Start Performance Standards. Plan and implement casework practices. Render direct consultation to individual social work staff based on individual needs. Provide monthly in-service training. Ensures standardization of recording, documentation and casework practices. Promote professional growth of staff.

**Site Director**, MARCY-NEWBERRY ASSOCIATION, INC., Chicago, IL (07/2000 — 12/2001)

*A Social Service Agency which provides residential and comprehensive social services and programs on the West Side of Chicago for one-hundred and seventeen years. Reporting to Director of Children Services. Responsibilities:* Contributed to the development of the site plan and the development of the Head Start site and the Child Care plan for the center. Meet the needs of each individual child enrolled in the program in accordance with Head Start standards. Implemented national and city regulations related to the operation of the site; implemented guidelines related to the operation of the site. Supervised all site staff. Solicited and arranged for voluntary services of professional personnel and community residents.

## EDUCATION

Northeastern Illinois University, Bachelor of Arts Degree — Human Services, 1980

Columbia School of Broadcasting, Diploma, 1991

Spertus University, Masters Degree — Human Services Administration, one year completed, December 1998

Association of Christian Schools International (ACSI) - Certified Accredited Elementary and Secondary Teacher **Continuing Education:** Medical Terminology, completed 1981, Sign Language for the Deaf, completed 1988, Education Training of Behavior Disordered Children, completed course 1990, CPR/First Aid, Food Service Manager City and State, Federal Communication Commission (FCC) License, Home Childcare Provider License

REFERENCES (furnished once mutual interest has been established)

## ADDITIONAL CAREER INFORMATION

For your review, here is an extra look into my vast experience and knowledge in the field of Social Services.

## Professional Skills Profile

Over twenty plus years of diversified social services experience.

## COMMUNITY VOLUNTEER SERVICE

- Chicago Board of Education/Robert A. Black Magnet School (*Breakfast and hall monitor, tutor, educational assistant, and parent chaperone.*)
- South Chicago Housing Task Force
- 10th Ward
- South Chicago Chamber of Commerce
- CHA Scatters Site Management
- Department of Planning and Development
- CAPS/Crime Prevention Task Force
- U.S. Department of Housing and Urban Development
- Neighborhood Housing Services (NHS)
- Neighborhood Improvement Program (NIP)
- Tax Increment Financing (TIF)
- Restorative Justice Program
- Advocate for Children
- Ambassador for United Way

## SUMMARY OF PROFESSIONAL EXPERIENCE

<b>Human Services Director, Manager, and Coordinator</b> Includes; Youth Director, Chicago Area Project S.C.O.P.E., <i>four years, 1978-1981</i> , (South Chicago Organized for People Efforts), <i>Supervised staff of twenty-five, prepared budgets and administrative projects. Conducted advocate services; planned workshops, developed proposals, coordinated public relations and various fund raising projects.</i>	Twenty years experience
<b>Social Worker, Mandated Reporter, Child Welfare Specialist, Mental Illness Worker</b> Includes; Social Worker, Salvation Army, <i>1989</i> , <i>Perform social work counseling to the homeless; conducted advocate services.</i>	Five years experience
<b>Special Education Teacher—Chicago Board of Education</b>	One year experience