

Resume Tips

There are several types and styles of resumes. Two common types are chronological and functional resumes.

Chronological Resume

A chronological resume lists the person's professional experience in reverse-chronological order, beginning with the most recent positions and continuing in descending order. This type of resume is the most common format and prioritizes relevant professional experience and achievements. People who have had several jobs can utilize this format. If a person has held many jobs, listing the most recent 10-15 years can be helpful for keeping it at an appropriate length.

Functional Resume

A functional resume primarily showcases the person's skills. This type of resume can be useful for people who have had gaps in their employment history, who are changing careers and don't have significant experience in the chosen profession or industry or have recently graduated. A functional resume typically starts with a summary to give the employer more context about the job seeker. The summary should include relevant skills and overarching career goals.

General Tips

- Length- one page is preferred; never more than two pages.
- Contact information- list the person's contact information at the top of the resume. Be sure that the information is correct and that the email address is professional.
- Tailor each resume to the specific job application. Use keywords from the job posting in the resume.
- Use a professional font like Arial or Times New Roman size 11 or 12.
- Use strong, active language such as "achieved", "earned" and "accomplished."
- Use www.mynextmove.org to get ideas for wording job duties or skills.
- References on a resume are optional. If you need to fill more space, include two to three references, otherwise, send them separately.
- Formatting is important- use headings when needed, adjust margin size, and proofread for typos.

Chronological Resume Example

Janet Chobot

Little Rock, Arkansas | 384-194-4719 | jchobot@email.com

Summary

Friendly and driven Dental Assistant with four years of experience working with patients in a dental office environment. Skilled in operating X-ray equipment with a thorough knowledge of dental tools to provide effective assistance to dentists and hygienists. Certified Dental Assistant with excellent communication and organization skills.

Education

Associate of Science in dental assisting | Little Road Junior College
Associate of Science in dental assisting

Experience

Smith Family Dentistry, Dental Assistant

July 2020–Current

- Prepare 10 to 15 patients for dental treatments daily, using communication to make them feel comfortable
- Answer patient questions about dental procedures and treatments to ensure their understanding
- Prep dental tools and equipment for hygienists and dentists, creating a process to streamline efficiencies by 10%
- Operate X-ray equipment and capture images to assist with diagnoses and treatments
- Clean and prepare treatment rooms to maintain a sterilized environment

E&H Dental, Dental Office Assistant

August 2019–July 2020

- Scheduled appointments for patients over the phone and by email at a clinic with 450+ patients
- Greeted patients upon arrival in a friendly demeanor, earning satisfaction scores of 99% on average
- Managed patient billing and paperwork to ensure accuracy

Certifications

- Certified Dental Assistant, Dental Assisting National Board - 2023

Skills

- X-rays
- Dental hygiene
- Infection control
- Dental equipment
- Patient records
- Billing
- Communication
- Organization
- Attention to detail

Functional Resume Example



Georgia Carter

Medical Support Assistant

Profile

Dedicated pre-med student looking to enter the field of home care as a medical support assistant. Passionate about quality of care and nutrition for elderly patients. Great listening and administrative skills. Degree in progress at Fordham University.

Experience

Administrative management

- Organized records of more than 100 lab studies
- Kept log of lab visitors and identifications
- Answered phones and emails for 15 lab assistants

Customer service

- Served lunch to elderly patients in nursing home
- Developed weekly meal plan alongside cooking staff
- Recorded patient satisfaction and comments

Education

Bachelor of Biology, Fordham University, New York

August 2004 — May 2008

Internships

Lab assistant at NYU Medical Center, New York

May 2020 — August 2020

- Planned community outreach programs to discuss ongoing work
- Led tours of lab facilities for small groups
- Assisted research team with preparation and sanitation
- Entered data and managed results database

References

Dr. Linda Coroza from NYU Medical Center

lcoroza@nyumed.com · 212-994-4482

Dr. Andrew Weber from NYU Medical Center

aweber@nyumed.com · 212-293-2832

Chris Patterson from Columbia University Medical Center

patterson@columbiaumed.com · 212-638-2273

Details

g.carter87@gmail.com

Skills

Customer Service Skills

Detail Oriented

Medical Knowledge

Organizational Skills

Administrative Skills

Languages

Spanish