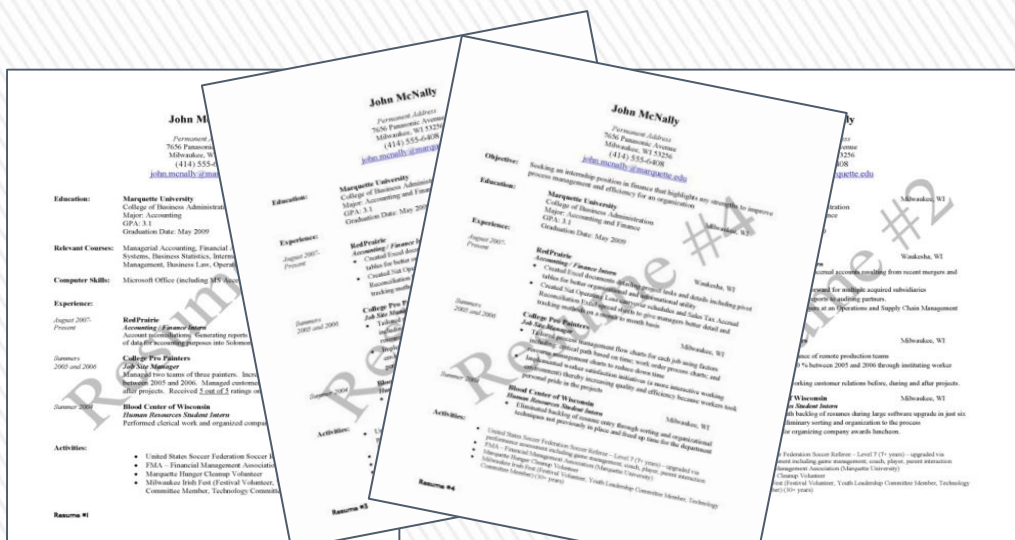




Resume Formats

An 212-Careers Research Project



James W. Schreier, Ph.D. SPHR
www.212-careers.com

Resume Formats

The Project

Resume formats are as varied as the weather -- but there's scant evidence of what matters beyond opinions and agreement on the problems with grammatical errors, weird (or stupid) statements, etc.

This project was based on four different versions of a resume – created by a college student – and written, basically, in a similar format. The differences in the four versions are based on the content of the presentation.

There are four different “content” formats:

1. Basic “Experience-Based” – Describing Typical Job Duties
 - a. Including Courses Taken – Computer Skills
2. Using “Action Verbs” for All Job Duties
 - a. Remove Courses Taken – Computer Skills
3. Re-Write All Job Duties to “Accomplishments” Describing Actions and Results
4. Organize “Accomplishments” to Reflect Candidate’s “Strengths.”

Special thanks on this project go to the human resource professionals who took the time to evaluate these resumes.

But more importantly to several students at Marquette University’s College of Business Administration who took the time and made the effort to create these different versions of their resumes and to participate in this project in a variety of ways.

- **Liam McElligott**
- **Michael Rice**
- **Brandon Fredrichs**
- **Justin Steinike**



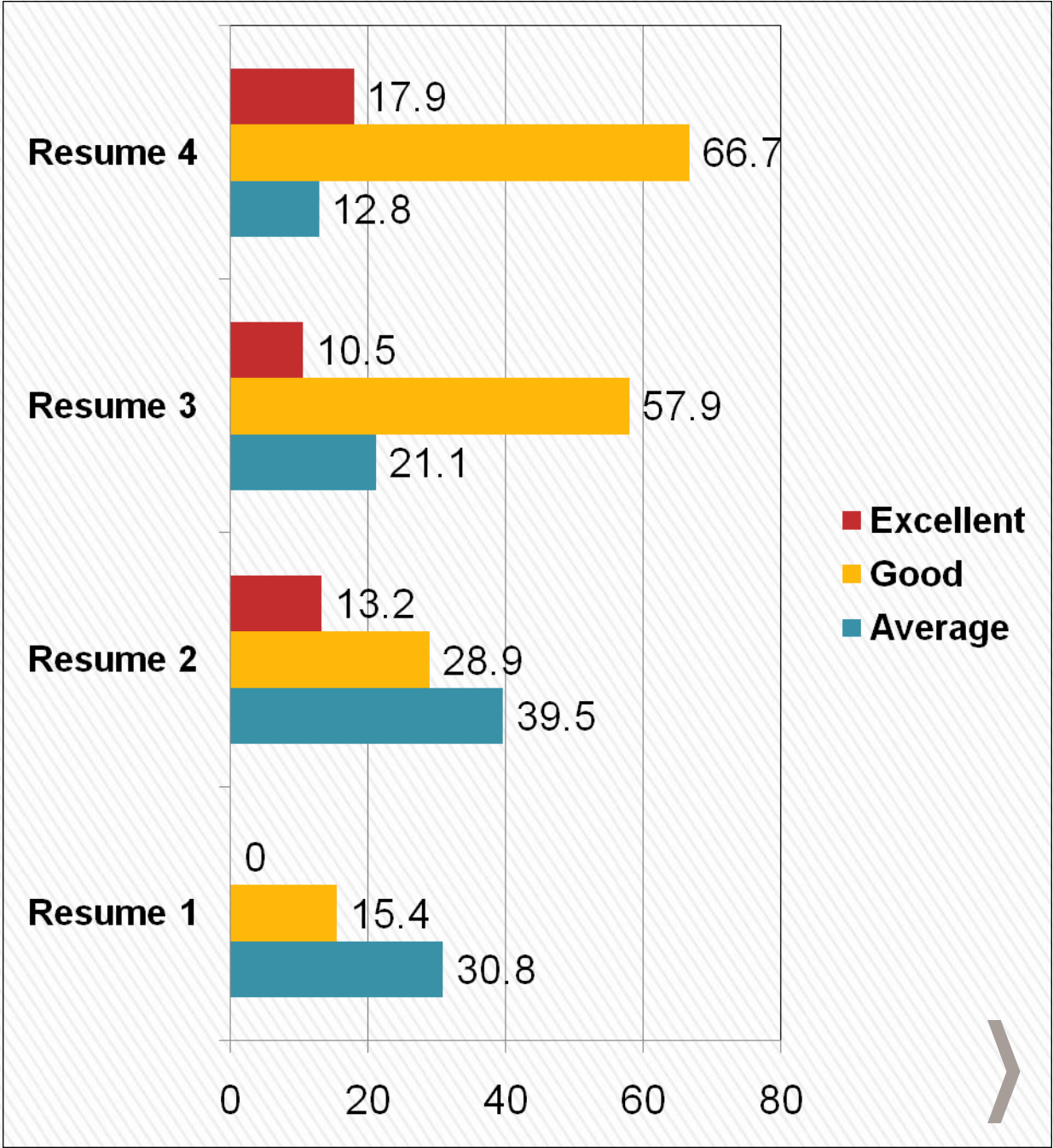
Resume Formats

Key Findings

- Resume #4 (Accomplishments with Strengths) was overwhelming preferred by the evaluators.
- Resume #4 (Accomplishments with Strengths) was preferred at even higher rate by Human Resource professionals with recruiting experience.
- The “Experience” resume (Resume #1) was the least preferred resume – and rated the “weakest” of the resumes by 82% of the evaluators.
- Resume #4 was rated the best on all factors:
 - Overall Sense of Qualifications
 - Candidate’s Specific Skills
 - Candidate’s Specific Accomplishments
- Traditional resume content, like courses taken and broad computer skills, were generally rejected by the evaluators although a few evaluators still preferred including computer skills.
- The “Accomplishments” resume (Resume #4) was praised for consistency between the objective and the specificity of the accomplishments, including results, from each job.
- Resumes were evaluated by Human Resources professionals and managers with hiring experience.

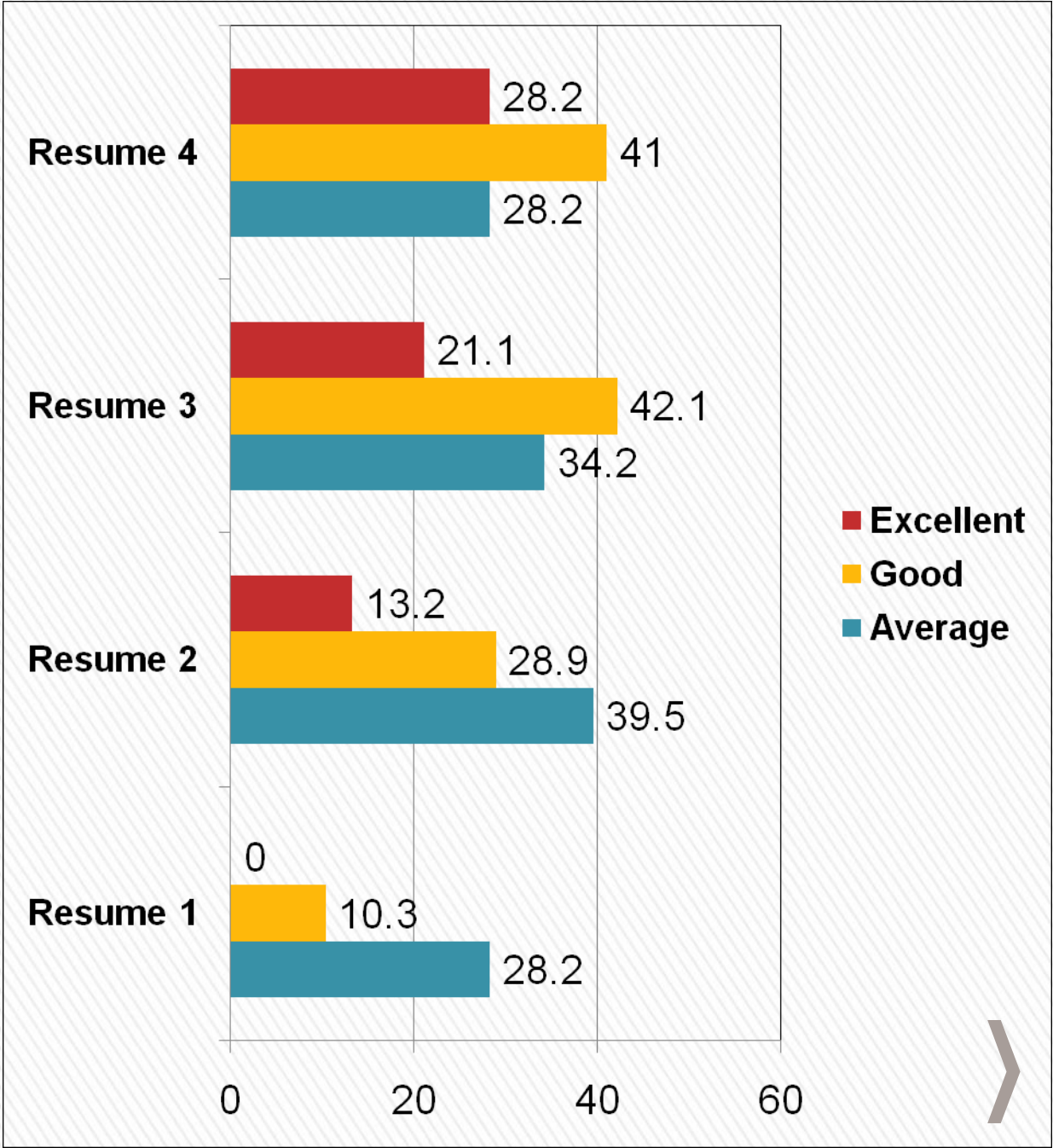


Evidence of Overall Qualifications



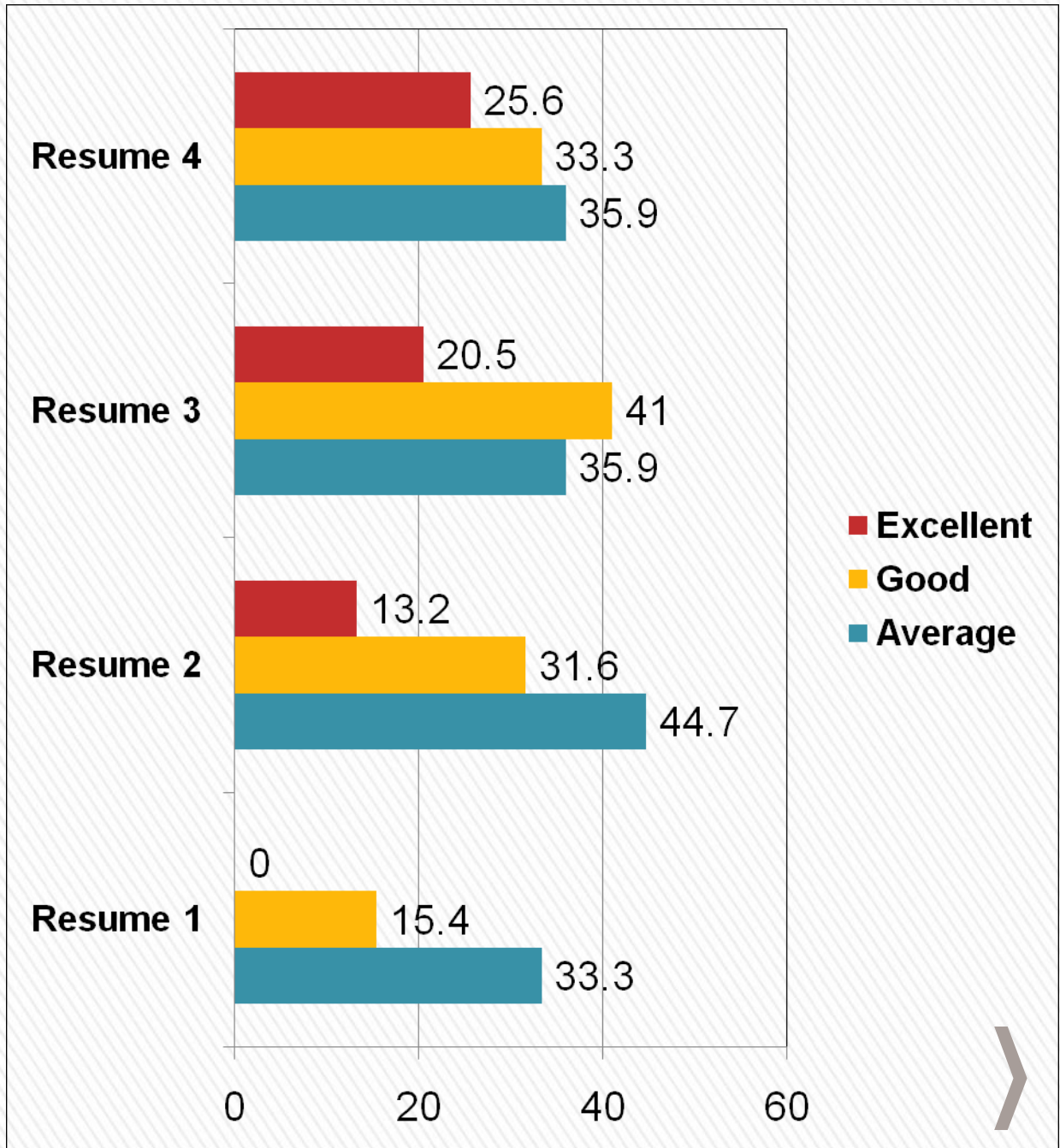
Poor Ratings and “Not at All” ratings are not included in these graphs. Detailed ratings are available in a “Research Appendix”.

Evidence of Specific Skills



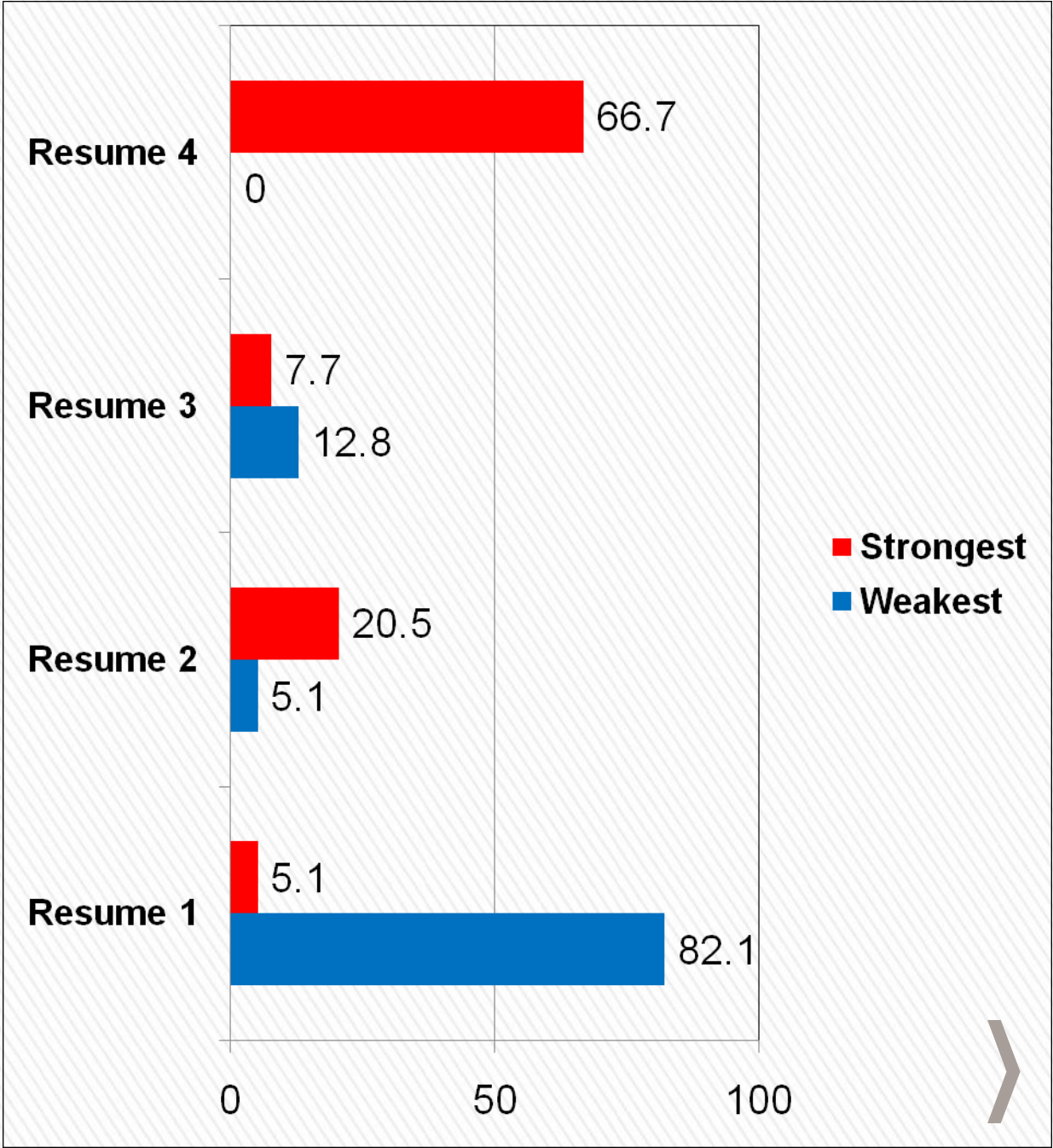
Poor Ratings and “Not at All” ratings are not included in these graphs. Detailed ratings are available in a “Research Appendix”.

Evidence of Specific Accomplishments

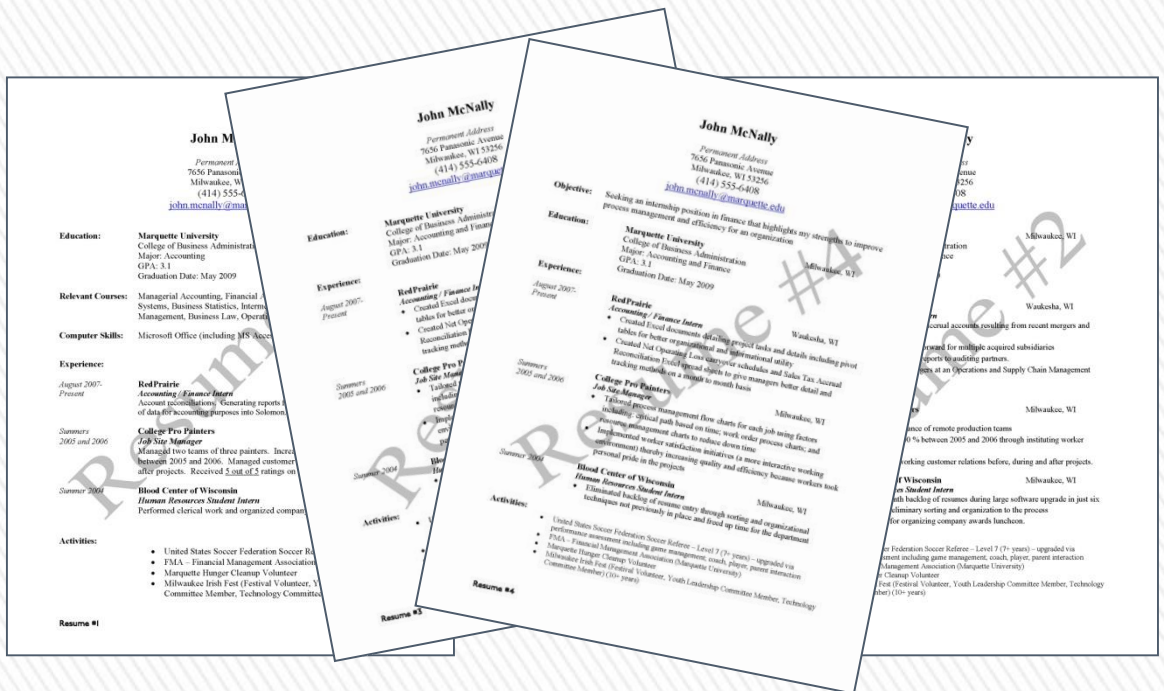


Poor Ratings and “Not at All” ratings are not included in these graphs. Detailed ratings are available in a “Research Appendix”.

Strongest - Weakest

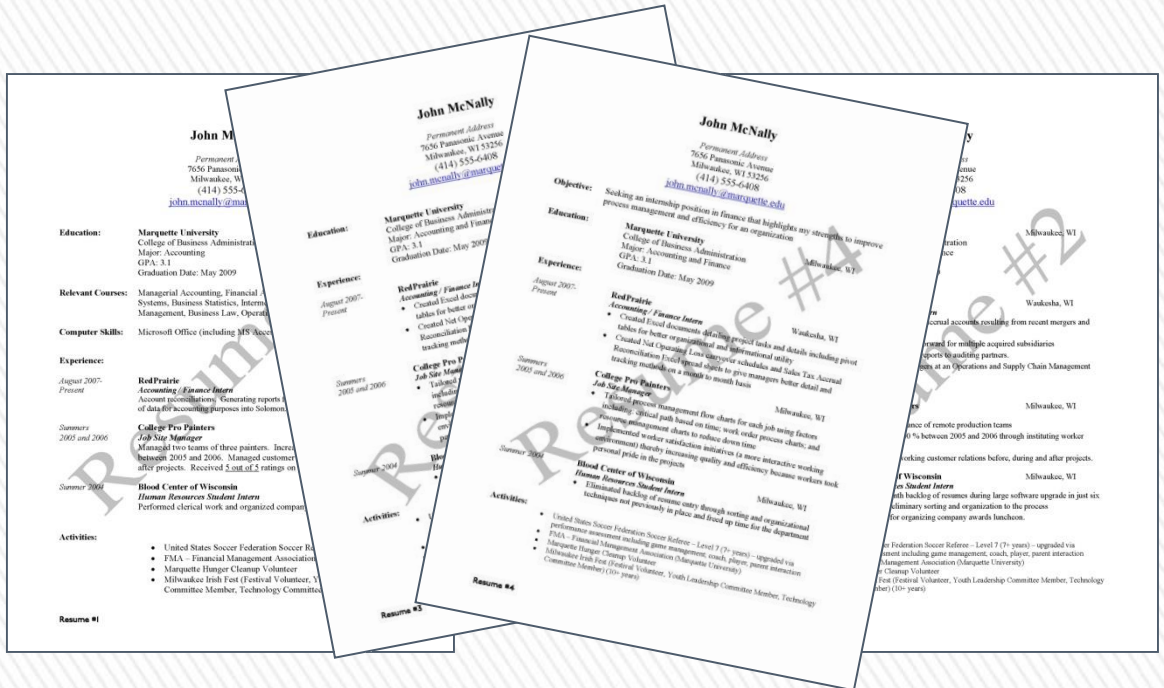


Resume #1 - Observations



- Plus - specifics listed under College Pro position
- Job description: doesn't highlight accomplishments;
- Remove relevant courses - expand job responsibilities.
- Objectives help determine part/full time or intern status of application.
- Not excited about accomplishments just lists day to day resp.
- Not of fan of relevant courses -- would expect those as part of degree.
- No detail on skills/qualifications.
- Does not include specific tasks in detail or detail on computer skills.
- No objective -- job responsibilities somewhat limited.
- General statements about positions -- not enough detail on activities.
- Boring -- standard old format.
- Tells "what" but less on "how."
- More information on specific skills and accomplishments is needed over relevant courses.
- Very little provided about what he did in the jobs.
- Missing objective statement. Missing computer skills.
- Vague Very general -- need more detail.
- Experience statements are not strong.
- Remove all activities except FMA -- remove relevant courses
- Not enough detail provided.
- Too bland -- not enough detail.

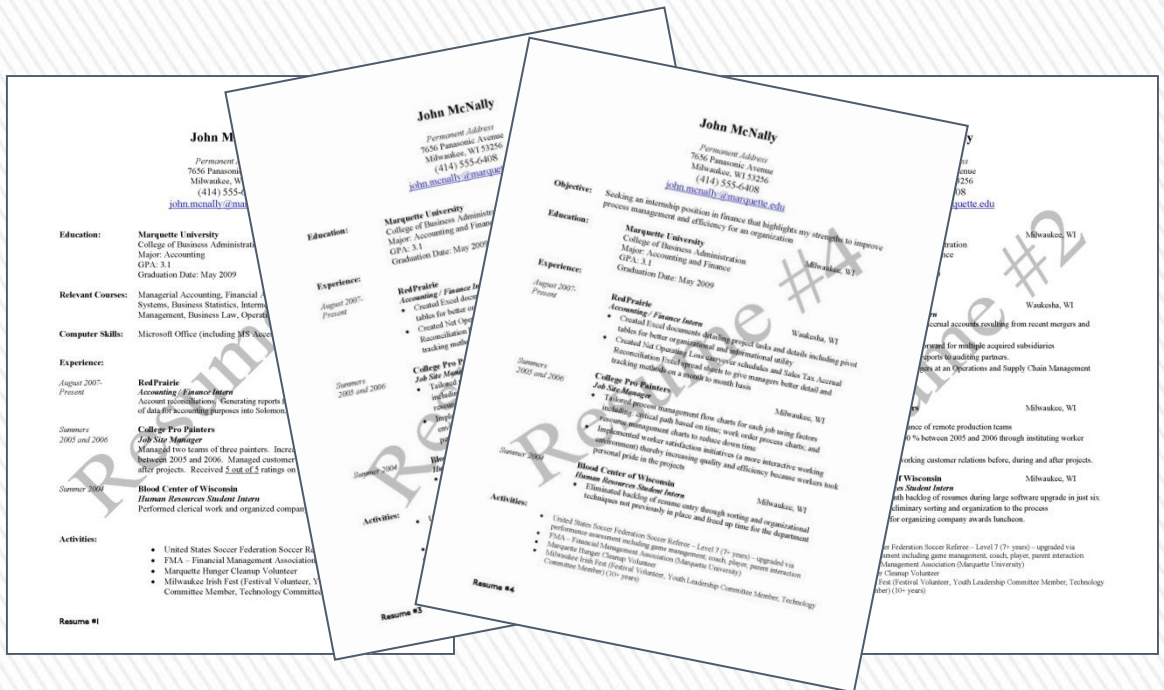
Resume #2 - Comments



- Good - specific accomplishments about each job
- Would have included Computer skills.
- Liked productivity increase reference.
- No detail on skills.
- Listed results but could be sharper.
- Like specific comments related to accomplishments.
- More wording, less "action" focused.
- Overall a nice job of listing multiple bullet points.
- A bit more "how" but not tools/methods used.
- Looks like more of a job description.
- I want to know performance and accomplishments.
- Missing objective statement.
- Job duties too vague.
- Vague - Doesn't highlight accomplishments.
- Liked the specific accomplishments stated for jobs.

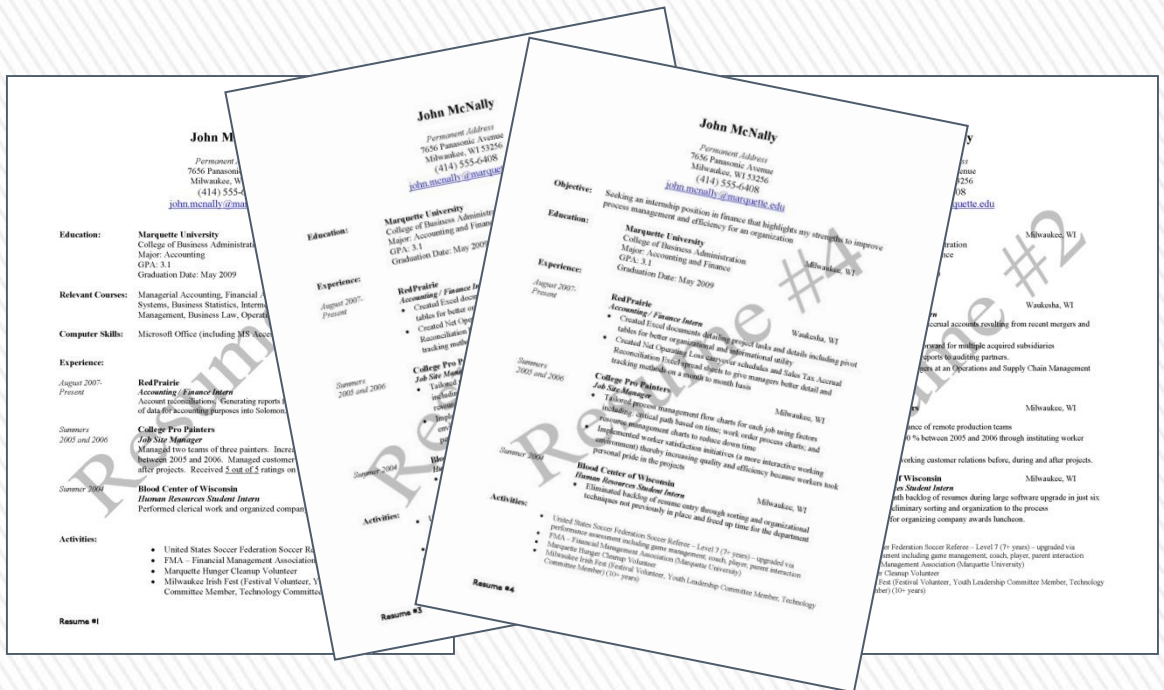


Resume #3 - Comments



- Would have included Computer skills.
- Better flow and consistency.
- More detail on functions performed and results.
- Specific responsibilities -- would like to see computer skills added.
- Very easy to identify areas of responsibility and possible strengths.
- Objectives good to have at intern level.
- Work experience descriptions could have been better.
- I love the data on how each accomplishment was accomplished.
- Added valuable detail without adding to the length of the resume.
- Good on specific skills and accomplishments.
- Better -- gives a picture of what he has done.
- Better list of job accomplishments.
- Very good... Like the detail of how end results were obtained.

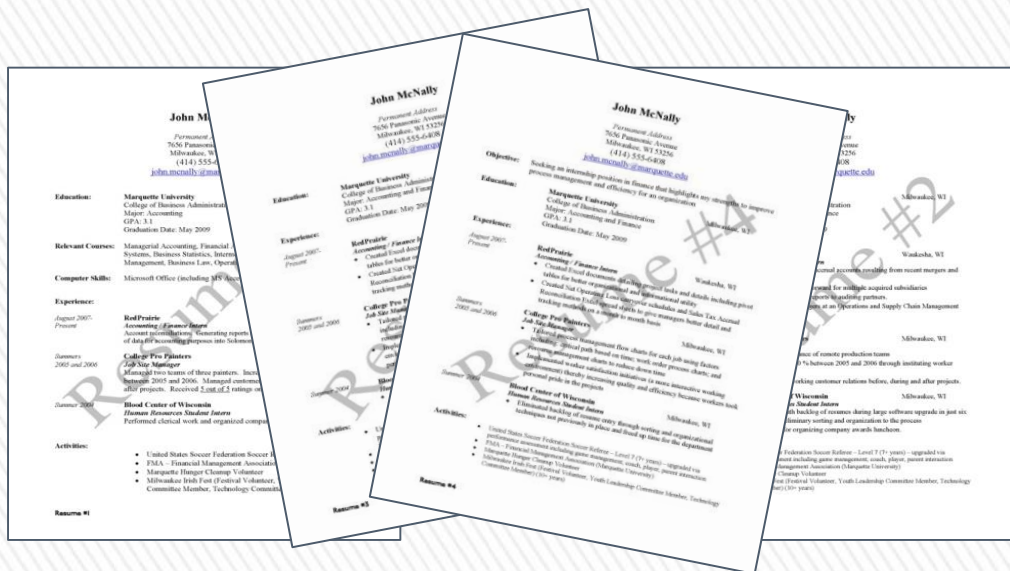
Resume #4 - Comments



- Items listed show relation to objective.
- Would have included Computer skills.
- Like listing of objective.
- Objective is good if that's the only position you are looking for.
- All - don't care for activities.
- Like objective listed -- specifics.
- Objective statement not needed -- goes in cover letter.
- I love the data on how each accomplishment was accomplished plus the objective statement.
- Added valuable detail without adding to the length of the resume.
- I like the objective -- shows me what he thinks his strengths are.
- Best -- objective clearly stated.
- I get a feel for his performance.
- This one is the most concise.
- Like the objective and specific details of accomplishment.
- Very clear on what the candidate accomplished and measured.
- Liked the objective.
- Like the description of what the applicant will bring to the organization.

Resume Formats

An 212-Careers Research Project

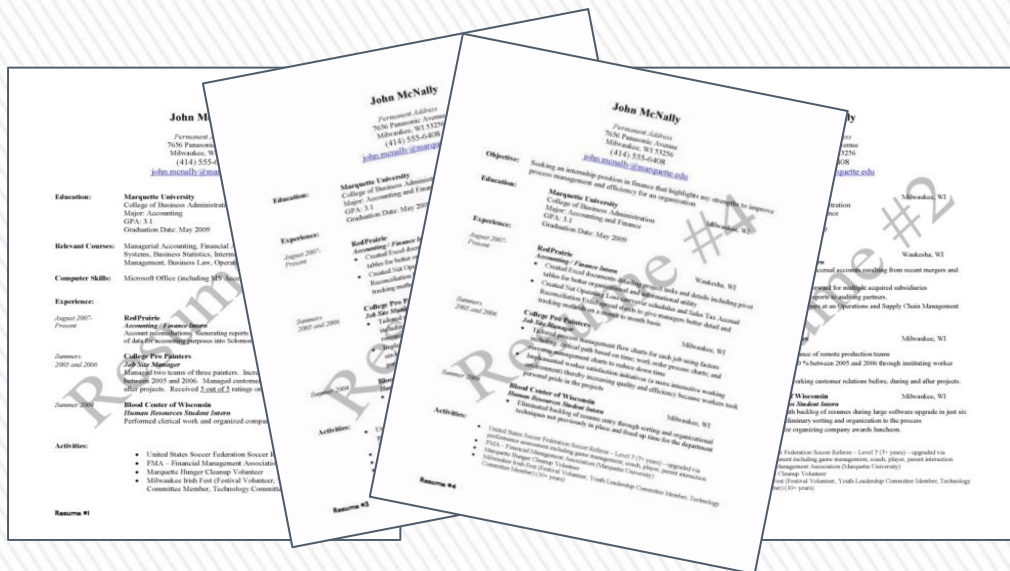


The Resumes



Resume Formats

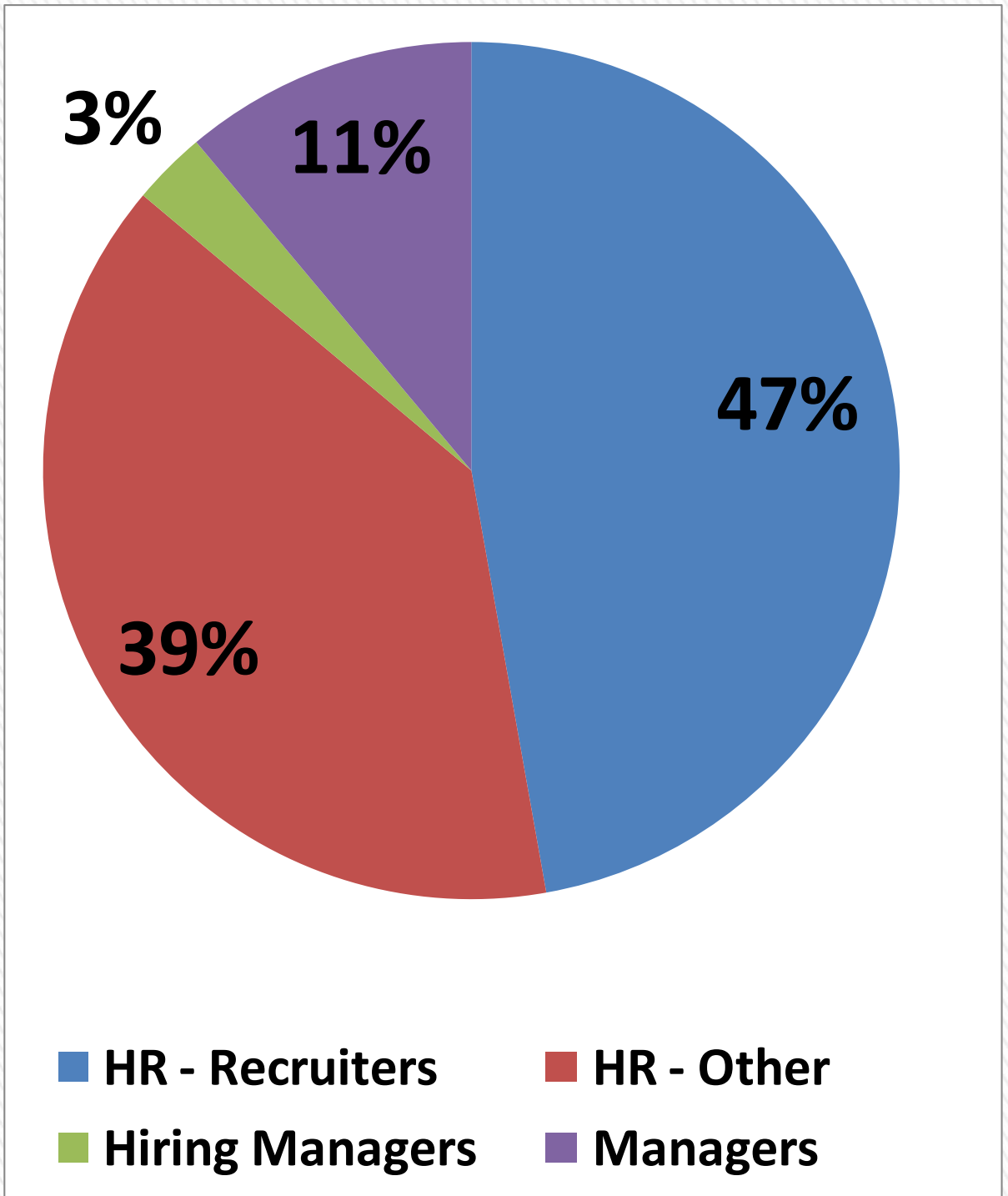
An HRTracking SR² Research Project



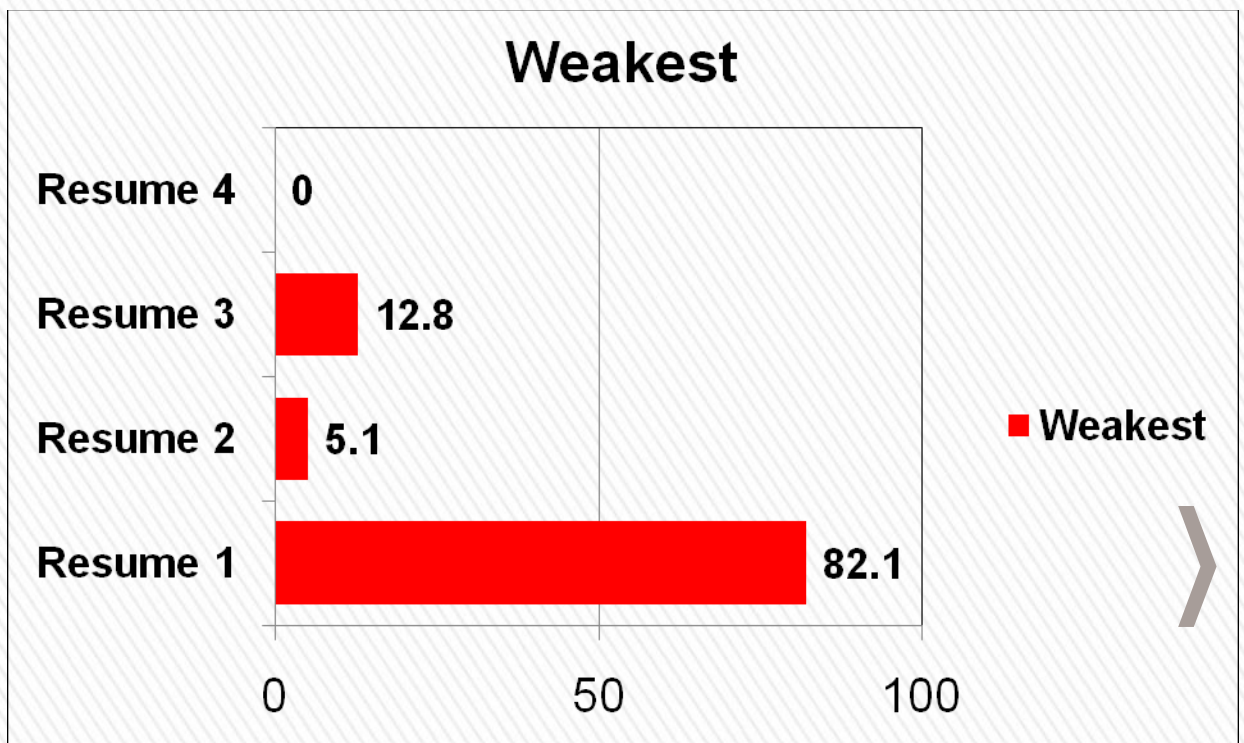
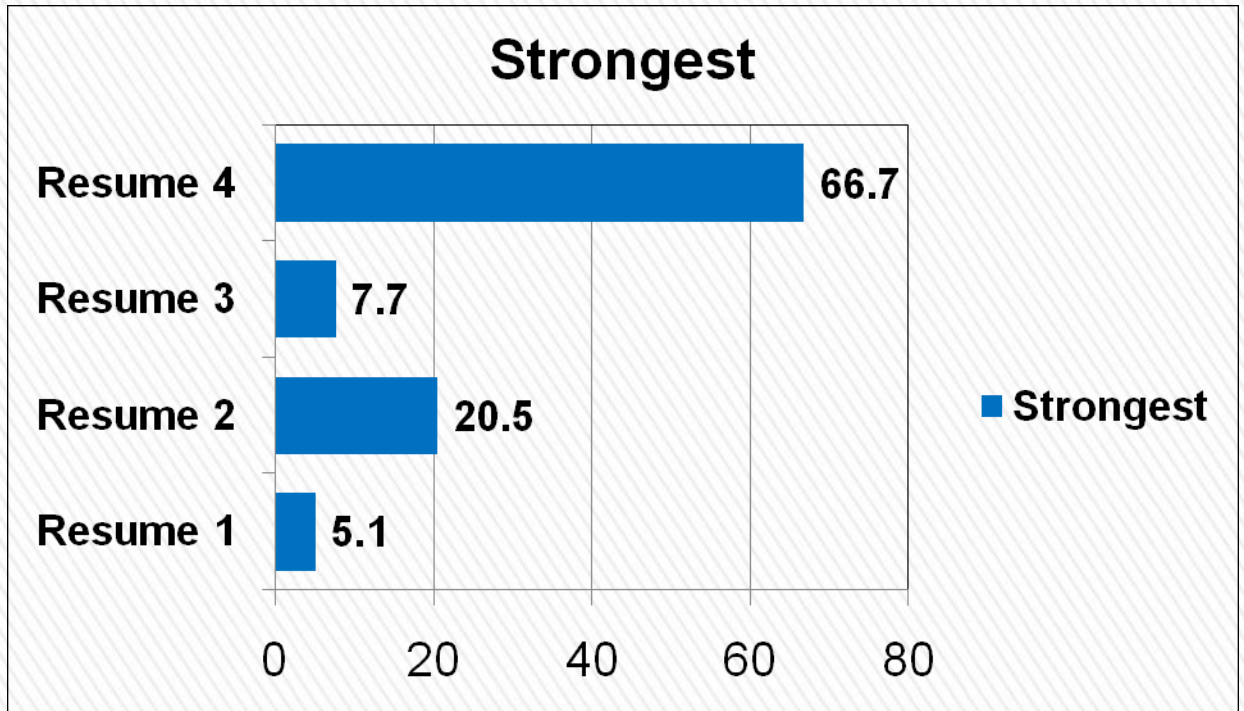
Research Appendix



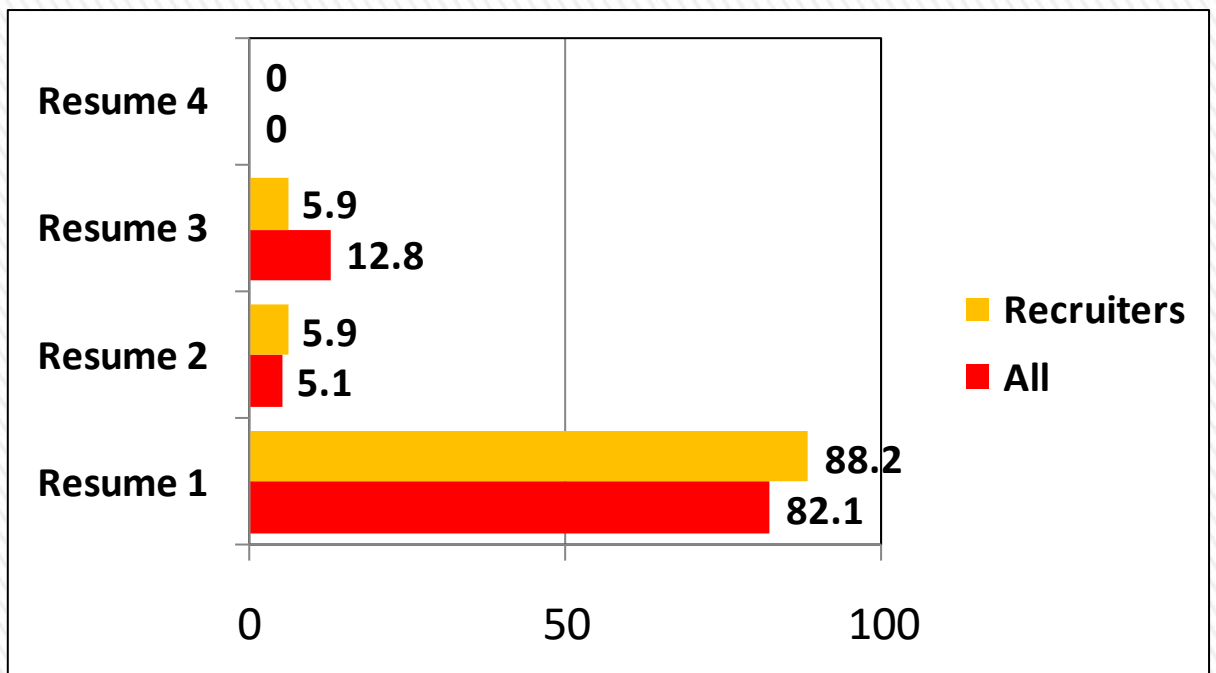
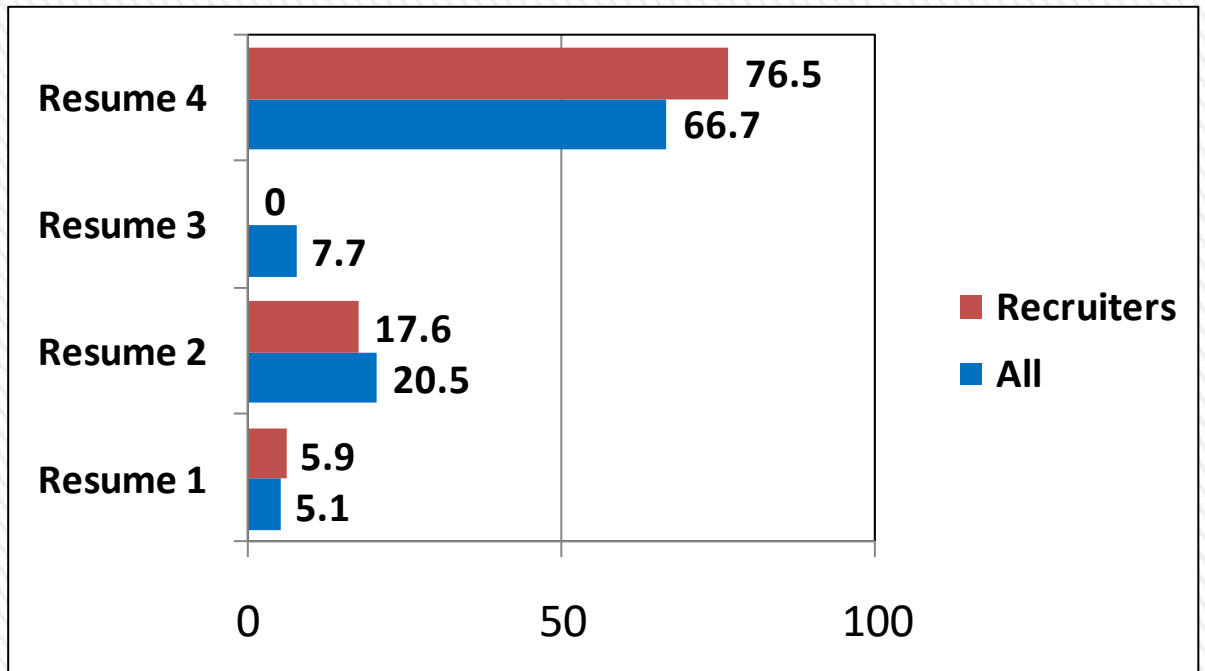
Resume Evaluators



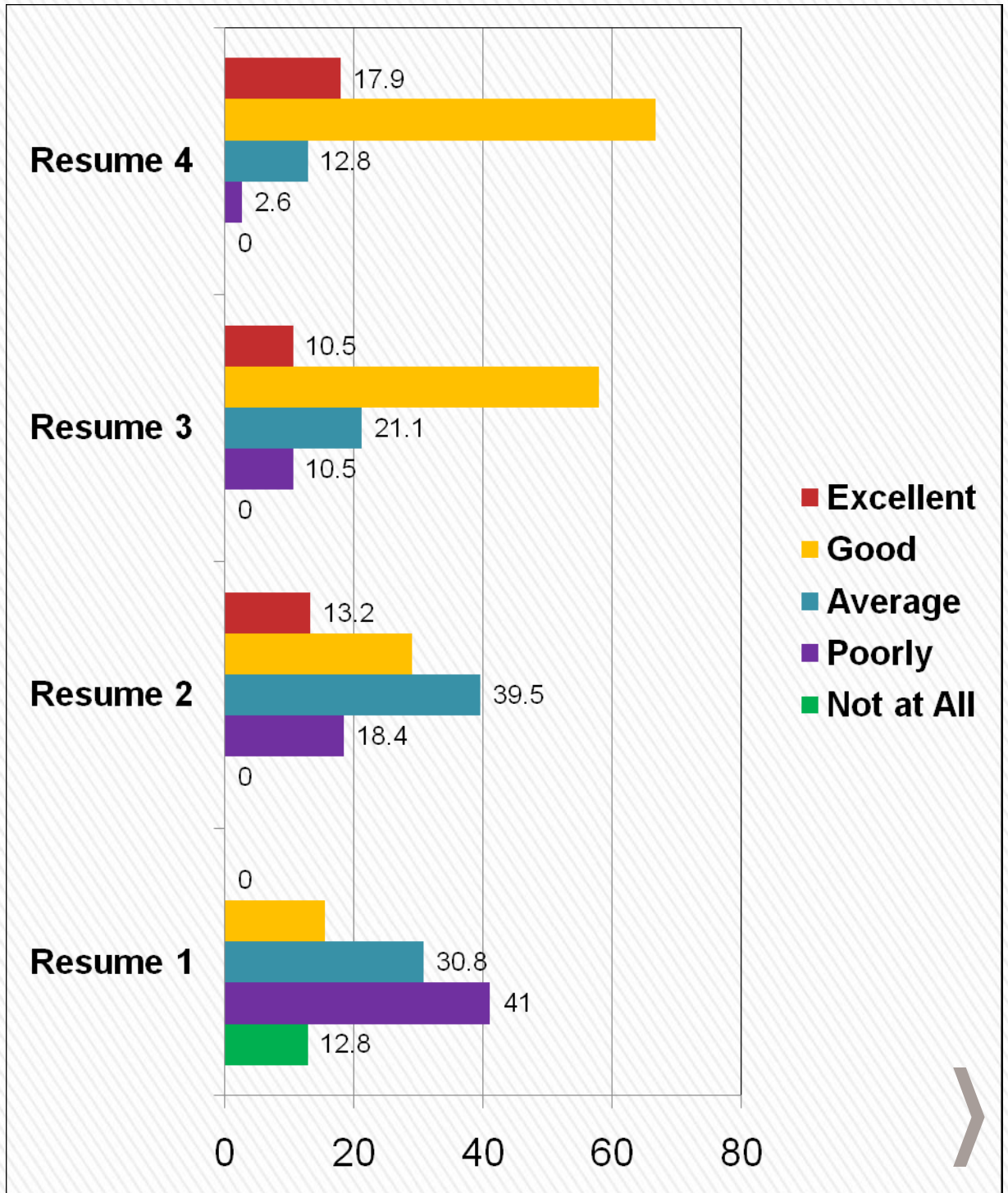
Strongest - Weakest



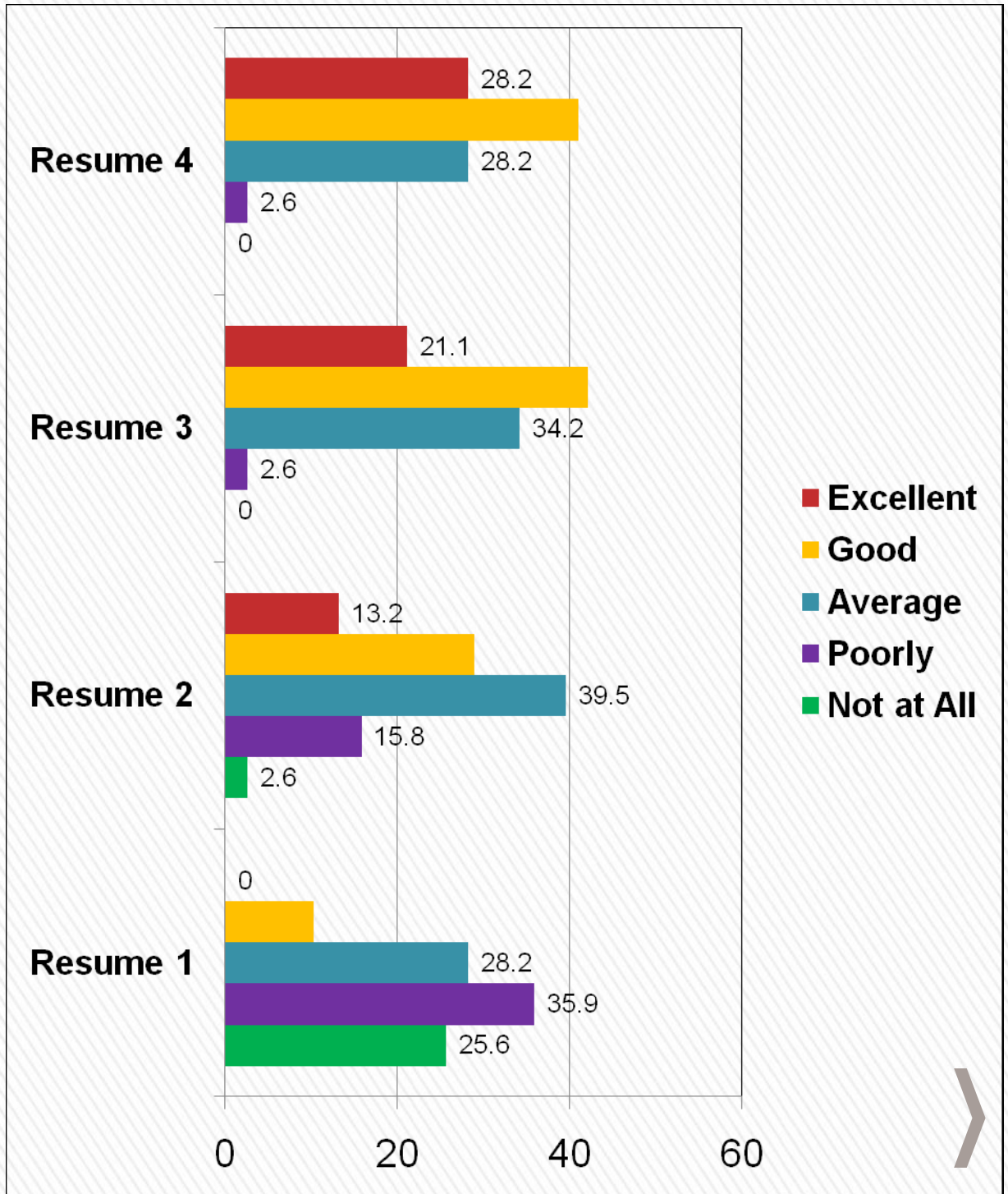
Strongest - Weakest



Details - Evidence of Overall Qualifications



Details - Evidence of Specific Skills



Details - Evidence of Specific Accomplishments

