

The REACH Toolbox:

Which Resume is Right for You?



This edition of the REACH Toolbox explores two different resume types, the hybrid resume and the chronological resume. From a disability standpoint, an important factor in determining which type to use is the amount of applicable experience that can be gained through commonly recognized paths to professional employment. Such paths might include internships, jobs worked while attending school, and participation in clubs on campus. At times, the nature and severity of your disability may preclude you from participation in the common employment paths previously mentioned. However, you possess valuable skills and abilities to contribute to employers, regardless of your disability. The key to communicating those skills is to list them in a resume format that is most conducive to showcasing them.

Hybrid Resume

The hybrid resume might be right for you if you have been unable to obtain experience on the common paths to professional employment. It brings primary attention to your skills while removing the main focus from job titles (these should still be listed at the end of the resume). When writing a hybrid resume, the majority of content should convey your skills as they apply to the most relevant previous academic, volunteer, or employment experiences that will demonstrate potential fit with prospective employers. More specifically, the headings and subheadings should consist of general skillsets that have been developed. These could include training, leadership, writing, or verbal communication as examples. Such skillsets do not necessarily need to be developed only in employment roles. Instead, they could be developed in the context of volunteer opportunities or daily life. Under the headings or subheadings, you should include bullet points that demonstrate specific instances in which you used those skills to achieve accomplishments that have application to your prospective employment opportunities. For example, students who have become strong advocates for their disability rights and accommodations could state that they have excellent diplomacy or negotiation skills. Of course, care should be taken to state this in

such a way so that your disability is not actually disclosed. One way to write such a statement could be as follows: “Implemented innovative methods of achieving course objectives while maintaining a grade point average in the top 10% of my graduating class”.

Sample Hybrid Resume

The following sample hybrid resume is fairly representative of what would be considered a quality resume. Please see the comments throughout the document for suggested changes or points about structure and content.

JAMIE DUNGEE¹

232 South Eastwood Street
Slippery Stone, PA 16057

(724) 555-0222
jdungee@email.com

PROFESSIONAL SUMMARY

Passionate teacher and athlete with relevant field experience as a counselor, referee, and volunteer.

EDUCATION

Bachelor of Science, **Health and Physical Education**
Minor in **Adapted Physical Education; GPA – 3.25**
University of Pennsylvania, Slippery Stone – **May 2008**

RELEVANT SKILLS

Teacher:

- Have taught Health (11-12 grade), Physical Education (K-12 grade), and Adapted Physical Education (11-12 grade) with an emphasis on incorporating Mosston’s styles of teaching.
- Planned and produced **lesson plans** for the psychomotor, affective and cognitive domains.
- Created and conducted assessments and utilized an online grading system.
- Communicated and collaborated with team teachers at the middle-grade level.
- Possess four months of field experience observing and collaborating with elementary physical education teachers.
- Adapted lessons and fitness activities for a **blind student** at the senior-high level.

Coaching/Referee:

- Coaching strategies include promoting health, teamwork, discipline, and character-building skills.
- **Served as the assistant coach for the 120 Pee Wee Globetrotters.**

NOTES

As a general rule, you should list your GPA if it is a 3.0 or higher.

Listing a few key dates on a hybrid resume is important for employers to get an idea of how recently you obtained relevant skills.

“Teacher” is a skillset that this individual has developed at several points during her academic and professional life. Although the bullet points are loosely related, they are not limited to just one class or job. Instead, she has compiled a list of teaching-related skills from several experiences that demonstrate what she has done to best prepare herself for the position to which she is applying.

Quantifying accomplishments is a great way to strengthen your resume. Therefore, this person could give an estimation of the number of lesson plans that she prepared.

Use person-first language when referring to people with disabilities. Therefore, this phrase should be rewritten to read “student who is blind”.

Demonstrating accomplishments on a resume is more important than simply listing a position. Therefore, this person could add to the present bullet point with the following: “...contributing to the team’s first winning season in two years”.

- Conducted mini-training camps in soccer for community youth (ages 14-18) to prepare them for collegiate programs.
- Organized and supervised a winning afterschool intramural high school volleyball program.
- Refereed a variety of sports at the middle/high level; was selected to officiate championship events based on evaluations.

Athlete:

- Devoted more than **20 hours** to soccer practice, conditioning, and intercollegiate competition per week.
- Utilized leadership abilities by serving as Team Captain for two years.
- Received All-Conference honors in soccer for three years.

Counseling:

- Mentored freshman soccer players to ensure their success and adjustment to college athletics and academics.
- Worked with **mentally disabled adults** in fitness, leisure, and aquatics activities.
- Spent three summers as a camp counselor supervising and providing activities for six grade groups of 12 during five 2-week periods.

WORK HISTORY

Jan 17 – May 17	Student Teacher - School District 23, Stinson, PA
Sep 16 – Dec 17	Referee - Intramural Programs, Slippery Stone, PA
Jan 16 – May 17	Volunteer - Adapted Physical Education, Slippery Stone, PA
Sep 15 – Dec 15	Field Experience Teacher - Thompson Elementary, Anderson, PA
Summer 15 – 17	Camp Counselor - Camp Little Pond, Windsor, ON
Seasonal 15 – 17	Waitress – Faculty Country Club, Slippery Stone, PA

Chronological Resume

The chronological resume might be right for you if you have been able to obtain experience on the common paths to professional employment (e.g., internships, jobs worked while attending school, participation in clubs on campus, etc.). It places a heavy emphasis on an uninterrupted employment history (as a student or recent graduate, employers are not going to expect that your employment history will be lengthy, and they may anticipate some gaps).

The following concepts are important to convey on your resume: 1). Accomplishments, 2). why those accomplishments were important to the company, and 3). how you can apply them to the specific positions to which you are applying. The structure of a chronological resume generally includes the following main headings:

This is a great example of quantifying experience. The resume author demonstrates her level of devotion to developing her skill as an athlete.

Using person-first language, this phrase should be rewritten as follows: “adults with mental disabilities”.

The “Work History” section provides a loose connection between the detailed skills section above and the possible context in which those skills were gained. If the majority of your skills have been gained through daily life or volunteer experiences, then you should include these experiences in this section. You should come up with concise titles that convey the essence of what you did, and you should include the date ranges in which you engaged in these activities. For example, maybe you have volunteered in a research study to test the effectiveness of listening to classical music on information retention and recall. The “Work History” line might read as follows: “May 17 – Jul 17...**Research Assistant** – Brigham Young University, Provo, UT”.

The dates in the “Work History” section give employers some idea of the timeframe in which you gained certain skills.

NOTES

In addition to the bullet points listed under this item, this is a potential place for you to list any class projects or other academic opportunities in which you participated and which relate to positions for which you apply.

Dates can be written in different styles. Although this person chose to write out the entire month, another option would be to write the month using the three-letter abbreviation. Using this convention would allow dates to be aligned more cleanly down the page.

This bullet point contains an excellent example of quantifying experience. The standard convention when writing numbers is to spell out any number under 10. Therefore, this should read “six”.

This bullet point could be improved by stating why demonstrating expertise using these various style guides is important. For example, an addition to this statement could be as follows: “...to teach students proper mechanics of source citations”.

As with the previous bullet point, this bullet point states what this individual did, but she fails to state its importance to the position or the position to which she is applying.

Education, Employment History, and Interests. The bulk of the content will naturally fall under the Employment History section (you could also title this section “Relevant Experience” if you have internships or other academic experience that you want to showcase). The subheadings in this section should consist of your job titles, listed in reverse chronological order. Under these subheadings you should include bullet points that demonstrate accomplishments instead of a list of regular tasks that you performed during each job. These bulleted statements should begin with strong action verbs and contain keywords from the specific job description that corresponds to the employment opportunity for which you are applying.

Sample Chronological Resume

The following sample chronological resume is fairly representative of what would be considered a quality resume. Please see the comments throughout the document for suggested changes or points about structure and content.

Ashley K. Vanderbilt

first.lastname@gmail.com 111 North 333 South, Provo, UT 84604 (012) 345-6789

EDUCATION

B.A. In English; Emphasis: Editing June 2013

Brigham Young University, Provo, UT

- Major GPA: 3.6
- Awarded full-tuition scholarship based on academic achievement (7 semesters)
- Dean’s List for academic achievement (Fall 2010)

PROFESSIONAL EXPERIENCE

Teaching Assistant

January 2012 – Current

Brigham Young University, Provo, UT

- Collaborate with authors to edit manuscript for publication (source-check, design, and copy editing)
- Write exam questions for 6 major assessments and 16 quizzes
- Aid 25 students with assignments, share and demonstrate editing strategies
- **Demonstrate expertise using Chicago Manual of Style, BYU Studies Style Guide**
- **Render course support for 3 English editing courses and professors**
- Evaluate and grade assignments for more than 65 students; monitor class grades

Demonstrating leadership and other interpersonal skills on your resume is a great thing to do because these things begin to show your potential fit with the company culture.

This is a nearly perfect bullet point because it states what this individual did and exactly how it benefited her employer. In turn, it shows potential future employers what she is capable of doing for them.

This is an example of a soft skill. Although communicating all of your skills is important, incorporating soft skills into your accomplishment bullet points legitimizes them because you add the context under which they were gained.

STATA and SPSS are examples of technical skills. Technical skills do not usually require context to prove their validity, but they should be applicable to the jobs to which you apply.

Publishing Intern

April 2011 – August 2011

New York Times, New York, NY

- Explored potential benefit of expanded social media to publishing operation
- **Acquired leadership skills** through shadowing seasoned editors and publishers
- Researched quality improvement opportunities for 6 departments including Visual Journalism

Author/Editor

August 2010 – April 2011

Daily Universe (Brigham Young University), Provo, UT

- Authored 3-5 newspaper articles weekly on international current events, local news, and politics
- Oversaw 10 students' publications and proofread more than 20 articles weekly for print
- **Produced social media strategy to increase campus readership by 25%**
- Supervised 3 student editors; trained team on up-to-date editing principles
- Handled daily communication between 12 student writers, 2 editors, and 14 full time advisors

Receptionist

April 2010 – August 2010

Syracuse Public Library, Syracuse, NY

- Addressed customer concerns in an efficient and timely manner
- Exhibited superior interpersonal skills with customers and coworkers
- Improved efficiency of front desk by implementing innovative clerical procedures

SKILLS AND PROFESSIONAL QUALITIES

- **Demonstrated effectiveness at managing tasks to meet deadlines**
- Excellent research and analytical skills (**STATA and SPSS** data analysis)
- Superior communication and organizational skills
- Experience in handling confidential information
- Ability to work cooperatively with others to complete tasks
- Self-motivated and result-driven
- Strong project management and supervision abilities

This article only begins to scratch the surface concerning resumes. If you would like additional help to create or refine your resume, come visit the REACH Manager, Tyler Briggs.

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1. Goodwill Community Foundation. (2017). Resume formats: Choosing the right one. Retrieved from <https://www.gcflearnfree.org/resumewriting/resume-formats-choosing-the-right-one/1/>
 2. Brigham Young University Career Services. (2018). Sample Resumes. Retrieved from <https://careers.byu.edu/wp-content/uploads/sites/38/2017/11/Sample-Resume.pdf>