

## **"The Timeline Resume," by Marion Hester**

When you sit down to write a resume, your first instinct may be to write down every job you've ever had, from dishwasher to substitute teacher. You may have worked a job for five days, five months, or five years, but they all seem important when pulling together a document that represents the sum total of your work experience. This often happens by applying a timeline approach, going year by year and exploring work, education and volunteer experience that applies for a specific job. The end product is a timeline resume that includes every bit of information that could be used when applying for a job.

The mistake that people make, though, is to submit this timeline to an employer. Employers don't want to have to peruse a long list of every job you've ever had. They want to know the work experience that you've had that applies directly to the job you're seeking. The timeline resume can be viewed as a tool that you can refer to each time you write, revise or sculpt your resume to fit a particular job. The timeline resume may be the only resume that you actually compose yourself. Knowing when to seek out the support of a professional service is an important step in your process.