



515 Summit Avenue
Maplewood, NJ 07040

973-763-6603
973-763-2486 Fax
flextimesolutions.com

Tough Resumé Situations

If you've been looking for a job, you've put your resume together. But you may have some issues in your employment history which are tough to write about. Things like - what's the best way to address an employment gap? How do you list temporary positions? Should you still put your education at the top of the resume if you've been out of school for several years?

Here are some guidelines for handling these tough resume situations:

1. You have a gap in your work history.

If you have a few employment gaps, consider using a résumé format that focuses on your functional skills. Begin with a short summary of your experience at the top of your document. If you're an accountant seeking a management position in the food services industry, your summary might read: "[CPA](#) with nine years of [financial management](#) reporting experience with an emphasis on the [food services](#) industry. Possess five years of supervisory experience managing team of 15 [accountants](#)." Follow the summary with a section detailing relevant skills, grouping related ones into categories such as "software skills" or "supervisory experience." Then briefly list your work history in reverse chronological order.

2. You've held a lot of jobs in a short amount of time.

Very short, frequent job stints can raise eyebrows. While it may be tempting to omit a few positions, it's better to go with full disclosure. If you have a legitimate reason for job hopping -- you've worked for several startups and all have gone bust, or you are taking temporary work during a shaky economy -- explain it in your cover letter. If not -- you've job hopped looking for higher pay, for instance -- be prepared to endure a little more scrutiny and to explain yourself in the interview.

3. You've worked for only one company.

While your long tenure at a company demonstrates loyalty, you also want to make sure you emphasize career growth. List each position you've held at the company to show forward momentum. You also might have a section

highlighting ongoing [education](#) and [professional development](#) activities.

4. You've held several temporary positions but few full-time roles.

Most recruiters say view a long period of consistent [temporary](#) work as comparable to [full-time](#) work. You can list temporary positions in reverse chronological order, just as you would full-time ones. If you worked with a staffing service, use the name of the company you worked through as your employer, grouping all of your assignments from that company. Also, make sure you indicate that the jobs were temporary assignments so hiring managers are clear about the nature of your positions.

5. You're a recent college graduate with little experience.

Keep in mind that the work history section of your résumé isn't exclusively for paid, full-time work. As long as you're candid about the sort of positions they are, it's perfectly acceptable to list any [internships](#), [part-time](#) jobs, [volunteer](#) work or other applicable experience you've gained. You might be surprised to find you have more experience than you think.

6. You're not sure how to list your GPA.

As your work history develops, academic accomplishments carry less weight, so if you've been in the job market for more than a few years, you don't need to include your GPA. Simply list your alma mater and degree earned at the end of your résumé. For [recent graduates](#), however, a high grade point average or degree from a prestigious [university](#) should be listed near the top of your résumé.

7. Your former employer changed its name.

You worked for years for Boxes-R-Us before it was acquired by BoxMania. How do you address the name change on your résumé? The simplest solution is to list the current company name, followed by its former name in parentheses. Putting both names on your résumé ensures that potential employers can locate the appropriate information when verifying your work history and conducting reference checks. If your former employer has gone out of business -- unfortunately, not uncommon in today's economy -- also note that in parentheses. Just be sure to keep in contact with anyone from the company whom you hope to use as a professional reference.