

RESUME AND TYPES

What is a resume? It's a summary or a quick snapshot of your skills and qualifications for a job. Think of it as a non-verbal sales pitch to a potential employer. The following are the four basic types of resumes to choose from when applying for jobs. Which resume you choose depends on your situation and the job for which you are applying:

- Chronological Resume
- Functional Resume
- Combination Resume
- Targeted Resume

Chronological Resumes

A chronological resume is a very common type of resume and just as the name suggests, each section lists the presented items in chronological or date order. Mostly, this type of resume is ideal for those with a solid, gap-free work history inline with the type of job you are applying for. The "Work History" or "Professional Experience" sections of this type of resume are the most pronounced and span between eight to ten years depending on the number of years at your prior institutions. Start with your most recent position and work backward listing both dates and responsibilities. It is not necessary to go back ten years unless the experience is relevant to your job search.

Functional

Suppose you are changing careers or graduating from college and your work history relating to the job you want may not be as robust as you might like; you will want to consider writing a functional resume. Functional resumes tend to highlight skills and their application relating to the job description as opposed to where and when you were previously employed doing the type of job you are applying.

Combination

Just as the name suggests, this resume type is a combination of both chronological and functional. Typically this means that both a robust work history and a built-out skills section are listed within the resume. Creating a combination resume is easier with significant work and education experience. You can generally start your resume with the job titles you are seeking. Write out a robust professional summary and skills section, then include a chronological work history. Toward the bottom of the resume, you can include your education and skills training.

Targeted

A targeted resume can be chronological, functional, or combination but is “targeted” specifically to the position for which you are applying. Work History, Skills, and Education sections are carefully constructed to emphasize the job requirements using exact keyword matching from the description. You will be required to research the company’s mission statement or vision as well as company culture and mirror those beliefs genuinely. A targeted resume is especially helpful when applying online to help you overcome or rank higher in the applicant tracking systems used by companies today.

