


LEARNERS NOTES | 2018-19

TYPES OF RESUMES

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ETHNUS



Explore | Expand | Enrich

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INTRODUCTION

Why is so much time spent in creating your resume? Because when it's done right, it works! An effective resume is a sales pitch to a prospective employer. You are the salesman. Your experience, talents, and education are the products. A well-written resume is one of your best marketing tools. It's a commercial and you want the hiring manager to want this product. There are several basic types of resumes you can use to apply for job openings.

Each resume type is useful for different purposes. Therefore, when deciding which type of resume to use, you to think about your personal circumstances. Let's read about different types of resumes and then decide on which one do you prefer the most.

RESUME- WHAT IS IT?

A resume is a one- to two-page formal document submitted to job recruiters as means to see a list of an applicant's work experience, education and skills. The document is designed to provide a detailed summary of an applicant's qualifications for a job - it is not usually meant to provide a

complete picture. A good resume gives the potential employer enough information to believe the applicant is worth interviewing. A one-page cover letter, submitted along with the resume, can provide additional information about the applicant's qualifications



TYPES OF RESUME

FOUR TYPES OF RESUME

Resumes are like advertisements. As such, it's important to decide which type of "ad" – in this case, format – you will use before you begin there some writing process. Depending on the type of job you are applying to, different resume formats may apply. The four standard types of resumes include:



- Chronological
- Functional
- Combination
- Targeted

Chronological resume:

Chronological resumes are the most commonly used format. They list work history in chronological order, starting with your most recent job down to your earliest. This resume is preferred by most employers

because it provides a quick snapshot of work history, with most recent positions up front.

Who should use - If you have a solid work history, your experience is aligned with the job you are applying to, and you have no lapses between employment, use this format

SAMPLE CHRONOLOGICAL RESUME IS GIVEN BELOW:



Paul Jones

6 Pine Street

Arlington, VA 12333

555.555.5555 (home)

566.486.2222 (cell)

phjones@vacapp.com

Experience

Key Holder, Montblanc

April 20XX - Present

Organize over one dozen promotional events before and during opening of boutique, contributing to success of opening week, which saw revenue exceed projections by 18%.

Place orders to restock merchandise and handle receiving of all products

Manage payroll, scheduling, reports, email, inventory, and maintain clientele book and records

Implemented and integrated new register functions

Sales Associate, Head of Women's Wear, Nordstrom - Collectors and Couture Departments

July 20XX - April 20XX

Provided thoughtful, convenient service to customers, earning annual customer service award twice

Promoted to head sales associate of designer women's wear due to merchandising ability and leadership skills

Singlehandedly Set up trunk shows and attended dozens of clinics for new incoming fashion lines

Communicated with tailors and seamstresses to ensure fittings customers were 100% satisfied with tailorings and fittings

Computer Skills

Experience with Quickbooks, NetSuite, and other inventory management software

Experience with social media and internet research

Functional resume:

Unlike chronological resumes, functional resumes focus on your skills and experience first. This type of resume de-emphasizes the dates in which you have worked. Employment history is secondary and is listed under the details of your skills.

Who should use - If you have lapses in employment, are in the middle of a career transition, are a recent college grad with limited work experience, or have a diverse background with no clear career path, this is the most effective type of resume.

SAMPLE OF FUNCTIONAL RESUME:



John A. Doe

4120 Chevy Trail

Ann Arbor, Michigan 48111-9626

(111) 555-111

johnndoe@abc.com

Summary

Experienced and versatile professional with strong systems planning, people, and research skills, with the ability to:

Anticipate & project for organizational change

Design & develop cost-saving systems

Administer office operations

Experience in following areas

Government guidelines ~ Environmental impact mitigation research

Urban planning ~ Geology/hydrology ~ Site evaluations

Computer software tools ~

Scientific/business/grant writing ~ Quality control

Skills

Administrative - Lead coordinator for the daily processing of thousands of checks for payment and the mailing of confidential reports, meeting strict deadlines, and avoiding late fees.

Management - Oversaw operations of an expanding research lab, providing expertise, commitment, and quality control during a time of significant transition.

Creative - Make transportation program literature, maps, and correspondences to politicians and agencies, employing innate abilities and formal training, resulting in program recognition and 20% increase in product use.

Experience

Shepherd's Watch

Design and Research Consultant: Design, lay out, and assist in marketing sundials and assorted wearable and garden timepieces for a specialty company..

WBWC

Ann Arbor Bicycle Coordinating Committee Member: Guide bicycle program, road projects, parking, and facilities to include and encourage bicycle and alternative transportation.

Education

*EASTERN MICHIGAN UNIVERSITY,
Ypsilanti, Michigan*

Bachelor of Science, 19XX

Combination resume:

Combination resumes let you detail both your skills and experience, while also backing this up with a chronological listing of work history. Flexible in nature, the combination resume lets you tailor to the prospective job opening and tell hiring managers a story.

Who should use - Use this resume if you want to detail work experience to show hiring managers the type of employee you are.

SAMPLE OF COMBINATION RESUME:



Jose A. Adelo
1525 Jackson Street, Oakland, CA 94603
555-555-5555
email: abc@abc.com

Summary of Qualifications:

Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in the blood banking, training, and communication transmission industries. Experience in phlebotomy, blood banking industry, training, quality assurance, and customer service with focus on providing the recipient with the highest quality blood product. Fully compliant with FDA cGMP, Code of Federal Regulations, AABB accreditation, and CA state laws.

Related Work History

American Red Cross, Oakland, CA
Acting Education Manager / Education Coordinator, 20XX-present

Facilitated educational projects successfully over the past two years for Northern California blood centers, within an FDA regulated manufacturing environment, as pertaining to cGMP, CFR's, CA

state and American Association of Blood Bank (AABB) regulations.

American Red Cross, Oakland, CA: 20XX-20XX

Phlebotomist, 20XX-20XX

Assisted other team members in veni-punctures, donor reaction care, and providing licensed staffing an extension in their duties by managing the blood services regulations documentation (BSD's) while assigned to the self-contained blood mobile unit (SCU).

Additional Professional Experience

Core Communication Inc, Sunnyvale, CA

Reduced employee turnovers, enhanced employee appearance, and spearheaded the implementation of employee (health) benefits.

Introduced two-way communication to field employees.

TCI Cablevision Inc, Fremont, CA: 20XX-20XX

CATV System Technician, 20XX-20XX

Designed plant extensions; improved the paper flow and inventory control for the warehouse.

Education

Associate of Art, Administration of Justice

San Jose University, San Jose, CA

ABM Certified, Cornerstone Technician, Denver, CO

Targeted resume:

Targeted resumes are customized in detail to the prospective job you are seeking. Everything from your objective, your qualifications to educational experience mirrors the job requirements.

Who should use - These resumes are the most time-consuming but can generate the best results as the qualifications and experience you outline mirror the prospective job opening closely. Be careful, however When you develop a targeted resume you need to be as accurate as possible and not embellish career highlights simply to mirror the job.

SAMPLE OF TARGETED RESUME:



FirstName LastName
Street, City, State, Zip
home: 555.555.5555
cell: 566.486.2222
email: email@email.com

Summary of professional qualifications

Experienced manager with expertise in human relations and project management

Extensive background in staff recruitment and retention

Staff training and development

Superb written and oral communication skills

Knowledge of Federal and State Employment Law

Professional experience – clinical director

Riverbend Inc., 20XX - 20XX.

Leadership in the setting and achieving of strategic and organizational goals.

Established training programs for staff in regard to all aspects of workplace performance and professional development.

Program Marketing, increased annual revenue by 38%.

Program director

R. Dykeman Center, 20XX - 20XX

Administrative, clinical, fiscal and human resources management of a large outpatient mental health center; 60 full time employees and 45 contract employees housed in various locations.

Responsible for the recruitment and supervision and performance evaluation of clinical, administrative and medical staff.

Provided training to enhance workplace performance at all levels of staffing.

Education

*Senior Professional Human Resources (SPHR)
certification course work completed*

*University of California at Berkeley, BA in
Philosophy and German*

Professional affiliations

Society of Human Resources Management

*Portland Human Resources Management
Association*

MAKE SURE YOU REVISE

✓ TYPES OF RESUME