

Learn Why a Resume Is Important for an Employer

The Resume Is An Employer's First View of a Job Candidate



BY SUSAN M. HEATHFIELD Updated August 08, 2018

A resume is a document that provides an employer with a detailed statement of a job candidate's prior work experience, education, and accomplishments. The resume often supplies an [employment](#) objective; a summary of skills, knowledge, and potential contributions; a summary of civic, professional, and philanthropic volunteer work; a list of certifications; and mention of any additional, relevant coursework.

A resume is used to apply for your posted jobs and is sent in response to your advertisement or request for applicants. The resume is generally accompanied by a customized [cover letter](#). It's important to note that receipt of a resume from a job candidate in response to a job posting does not eliminate the need for a candidate to fill out an [employment application](#) at a later date.

Employers should use a candidate's resume to weed out unqualified candidates for advertised positions. Savvy candidates customize their resume and cover letter to help the potential employer, quickly determine that they are qualified for your job opening. A well-crafted resume should immediately demonstrate an applicant's suitability for a [job interview](#) for the open position with your company.

Resumes are written and laid out according to the strength of the applicant's credentials and the personal circumstances that determined their need for a job search. Below are some common formats for resumes.

Chronological Resumes

Resumes are most frequently written in chronological order with the most recent work experience and accomplishments listed first. An employer appreciates chronological resumes because they provide a quick, orderly overview of a candidate's work and educational experience. That being said, a recent college grad with little work experience might list educational achievements first.

Functional Resumes

A [functional resume](#) assists an applicant to underplay any [employment gaps](#) or other unusual circumstances in their employment or educational history. Employers are right to interpret a functional resume with some skepticism and concern, as a [functional resume](#) covers up details of an applicant's employment history that may appropriately concern an employer. A resume may also combine both chronological and functional experiences.

Targeted Resumes

A [targeted resume](#) customizes an applicant's work experience, education, and accomplishments to demonstrate that his or her credentials are a perfect fit for your stated needs. While time-consuming, the targeted resume is recommended by job

search experts for certain job applications. Targeted resumes are recommended when an applicant is really interested in and well-qualified for your advertised position.

The targeted resume demonstrates how he or she meets all of the requirements. The targeted resume takes advantage of the keywords you search on in an [online job application](#). The targeted resume helps you easily see the connection between the candidate's skills and experience and your job requirements.

Courteous employers who seek a reputation as an [employer of choice](#), send an [application acknowledgment letter](#). The next step an applicant should expect is either an applicant [rejection letter](#) or a request for an [interview](#) or [phone screen](#). With application materials fraud escalating, employers also need to [know who you are hiring](#).