

APPLYING FOR A JOB – PART 2

HTTP5205 Career Connections

TYPES OF RÉSUMÉS

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Resume Types

- ▣ Chronological
- ▣ Functional
- ▣ Combination
- ▣ Resume with a Profile
- ▣ Targeted Resume
- ▣ Mini Resume

Chronological

A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them.

Source: <http://jobsearch.about.com/od/resumes/p/resumetypes.htm>

Functional

A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.

Source: <http://jobsearch.about.com/od/resumes/p/resumetypes.htm>

Combination

A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

Source: <http://jobsearch.about.com/od/resumes/p/resumetypes.htm>

Resume with a Profile

A resume with a profile section includes a summary of an applicant's skills, experiences and goals as they relate to a specific job.

Source: <http://jobsearch.about.com/od/resumes/p/resumetypes.htm>

Targeted

A targeted resume is a resume that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted resume than to just click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

Source: <http://jobsearch.about.com/od/resumes/p/resumetypes.htm>

Mini Resume

A mini resume contains a brief summary of your career highlights qualifications. It can be used for networking purposes or shared upon request from a prospective employer or reference writer who may want an overview of your accomplishments, rather than a full length resume.

On the back of a business card, or in the signature of an email are two examples of where the mini-resume might go.

Moving Forward...

Pick the resume type that best suits you:

- ▣ Chronological
- ▣ Functional
- ▣ Combination
- ▣ Resume with a Profile
- ▣ Targeted Resume

Create short summaries of who you are and what you do:

- ▣ Mini Resume

SO...TELL ME ABOUT YOURSELF...

The "Elevator Speech", or, Credible
Introduction

Challenges

- ▣ Be succinct
- ▣ Be relevant
- ▣ Be memorable

The Credible Introduction



Reference

The Part-Time School, Media Studies and IT Humber College. (2015, April 9). *All About Jobs - Episode #2* [Video file]. Retrieved from <https://www.youtube.com/watch?v=9a4DCtcPI7g>

The Credible Introduction

1. Your name
2. Your specialization in skills
3. Your educational background/work experience (relevant to the following objective)
4. Your objective

Reference

Dowlwani, M. (2015, April 5). Credible Introduction / Elevator Pitch! [LinkedIn article]. Retrieved from <https://www.linkedin.com/pulse/credible-introduction-elevator-pitch-meena-dowlwani-chrm/>