

Resume Types: Chronological, Functional, Combination, Targeted

By [Alison Doyle](#), About.com Guide

Types of Resumes:

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume.

Chronological Resume:

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.

This type of resume works well for job seekers with a strong, solid work history.

[Sample Chronological Resume](#)¹

Functional Resume:

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.

[Sample Functional Resume](#)²

Combination Resume:

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.

[Sample Combination Resume](#)³

Resume With 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.

[Resume With Profile](#)⁴

Targeted Resume:

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.

[Sample Targeted Resume](#)⁵

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.

[Mini Resume](#)⁶

Nontraditional Resume:

A nontraditional resume is a web-based version of your resume that may include photos, graphics, images, graphs and other visuals.

[Nontraditional Resume Examples](#)⁷

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**Chronological
Resume**

**Functional
Resume**

**Combination
Resume**

Types of Resumes
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By [Alison Doyle](#), About.com GuideResumes: [A - Z List](#)¹ | [Examples](#)² | [Templates](#)³ | [Objectives](#)⁴**Sample Chronological Resume for a Retail Position****Paul Jones**

6 Pine Street
Arlington, VA 12333
555-555-5555 (home)
566.486.2222 (cell)
email:phjones@vacapp.com

Experience**Key Holder, Montblanc**

April 2009 - Present

- Opened new specialty boutique
- Place orders to restock merchandise and handled receiving of products
- Manage payroll, scheduling, reports, email, inventory, and maintain clientele book and records
- Integrated new register functions
- Extensive work with visual standards and merchandising high-ticket items

Sales Associate, Nordstrom - Collectors and Couture Departments

July 2007 - April 2009

- Merchandised designer women's wear
- Set-up trunk shows and attended clinics for new incoming fashion lines
- Worked with tailors and seamstresses for fittings
- Scheduled private shopping appointments with high-end customers

Bartender, Jigg's Corner

February 2005 - July 2007

- Provided customer service in fast-paced bar atmosphere
- Maintained and restocked inventory
- Administrative responsibilities included processing hour and tip information for payroll and closing register

Education*Bachelor of Arts*, **Ramapo College**, Arlington, VA**Computer Skills**

- Experience with social media and internet research

Resume, CV, and Job Letters:

- [Sample Resumes](#)⁵
- [Sample Cover Letters](#)⁶
- [Sample Curriculum Vitae](#)⁷
- [Sample Networking Letters](#)⁸
- [Sample Portfolios](#)⁹
- [Sample Thank You Letters](#)¹⁰
- [Sample Resignation Letters](#)¹¹
- [Reference Letters](#)¹²
- [Samples for Students](#)¹³
- [More Job Letters](#)¹⁴ - letters to accept a job, decline a job, withdraw your application and other employment-related correspondence.

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By [Alison Doyle](#), About.com GuideResumes: [A - Z List](#)¹ | [Examples](#)² | [Templates](#)³ | [Objectives](#)⁴**Sample Functional Resume - Management****Jose A. Adelo**

1525 Jackson Street, City, NY 11111

Phone: 555-555-5555

Email: jadelo@bac.net**OBJECTIVE**

To obtain a position where I can maximize my multilayer of management skills, quality assurance, program development, training experience, customer service and a successful track record in the Blood Banking care environment.

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 California state laws.

Major strengths include strong leadership, excellent communication skills, competent, strong team player, attention to detail, dutiful respect for compliance in all regulated environments and supervisory skills including hiring, termination, scheduling, training, payroll and other administrative tasks. Thorough knowledge of current manufacturing practices and a clear vision to accomplish the company goals. Computer and Internet literate.

PROFESSIONAL ACCOMPLISHMENTS**Program/Project Manager**

Facilitated educational projects successfully over the past two years for Northern California blood centers, a FDA regulated manufacturing environment, as pertaining to cGMP, CFR's, CA state and American Association of Blood Bank (AABB) regulations and assure compliance with 22 organization quality systems.

Provided daily operational review/quality control of education accountability as it relates to imposed government regulatory requirements in a medical environment.

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).

Successfully supervised contract support for six AT&T Broadband systems located in the Bay Area. Provided customer intervention/resolution, training in telephony and customer care, Manpower Scheduling, Quality Control, Payroll and special projects/plant extensions and evaluations to ensure proper end-of-line and demarcation signal.

Reduced employee turnovers, introduced two-way communication to field employees, enhanced employee appearance and spearheaded the implementation of employee (health) benefits.

Chief point of contact for the AT&T telephone and the ABC Affiliated TV stations as it relates to complaints and diagnosing communicational problems either at the site or remote broadcasting. Also tested/repaired prototype equipment for possible consideration or for future use.

Reviewed FAA safety requirements and procedures to ensure compliance for aircraft and passenger safety.

Communication expert and programming specialist for the intermediate range Lance and Persian missile systems. Trained to operate and repair the (FDC) fire direction control computer system and field satellite communications.

Supervised and maintained the position of System Technician in charge of status monitoring and the integration of monitoring devices in nodes and power supplies. For the reception and transmission of telemetry to the network operation centers (NOC's) located in Denver, CO and Fremont, CA. Designed plant extensions, improved the paper flow and inventory control for the warehouse. Provided preventative maintenance at the system level, face to face customer interaction when required and traveled to several telephony/at-home systems in the U.S. for evaluation and suggestions in using the status monitoring equipment

required and traveled to several telephony/CDN systems in the U.S. for evaluation and suggestions in using the status monitoring equipment.

EDUCATION

- Associate of Art, Administration of Justice, San Jose University, San Jose, CA
- NCTI Certified, CATV System Technician, Denver, CO
- ABM Certified, Cornerstone Technician, Denver, CO

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Sample Combination Resume

James Bass
775 117th Terr. N. #8
St. Petersburg, FL 33716-2502
(727) 578-0191
jbsss@tampabay.rr.com

I am interested in pursuing a career in software development. I consider myself a fast learner and a team player. I feel that I can make a contribution to any Implementation Services department.

Computer Experience

Machines: IBM PC compatibles, Rockwell ACD, Macintosh

Languages: VBA, BASIC, Turbo Pascal, DB/c, Turbo C, COBOL

Programs: MS Access, MS Word, MS Excel, MS Outlook, Crystal Reports, MS Internet Explorer, Netscape Navigator, Support Magic, Norton Utilities

Operating Systems: MS Vista, MS XP, MS Windows1, SCO UNIX, MS DOS

Hardware: Experienced with installation of mother boards, SIMM chips, internal/external modems, NICs, SCSI and IDE hard disks, SCSI floppy drives, SCSI I/O ports, and various printer configurations.

Experience

1998 to Present Med Resorts International, Clearwater, FL

Systems Developer

Responsible for migration of extensive filePro database to MS Access utilizing tables, queries, forms, reports, macros, modules, and VBA. Troubleshoot and maintain existing MS Access database for Telemarketing Dept. Troubleshoot and diagnose UNIX, filePro, PC, and MS Windows related problems for in-house staff.

1995 to 1998 Lasergate Systems, Clearwater, FL

Support Engineer

Troubleshoot and debug minor program bugs. Modify existing programs with enhancements. Implement fixes and enhancements. Design, create, and implement ticket designs. Perform remote upgrades of ProtoBase and Select-a-Seat. Resolve problems and questions from Technical Support. Provide documentation. Assist Select-a-Seat Team Leader with creation and testing of new software.

Previous positions:

Senior Technical Support Representative
 Technical Support Representative
 Technical Support Operator

1988 to 1995 Home Shopping Network, St. Petersburg, FL

Help Desk Supervisor

Manage the Help Desk function as well as prioritizing, resolving, recognizing, and routing end-user computer problems. Establish and document policy and procedure.

Previous positions:

Help Desk Operator II
 Assistant Data Systems Analyst
 Telecommunications Systems Operator
 Customer Service Phone Monitor Trainer
 Customer Service Representative
 Network Representative

Education

St. Petersburg Jr. College, St. Petersburg, FL

1986 to 1994

Major: A.S. Computer Programming and Analysis

CPA 100%

GFA: 3. / 0

Warner Robins High School, Warner Robins, GA
1972 to 1975
Recipient of Who's Who in American High Schools

References

Available upon request

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Example of a Resume With a Profile Section**Elias Cortes**

100 Ordway St.
Boston, MA 02215
ecortes@email.com
Home 618-555-5518 Cell 580-555-0088

Overview

Driven guidance counselor with extensive experience teaching and advising high school students. Fluent in Spanish; skilled at communicating and developing relationships with ESL students and their families. Developing knowledge of American Sign Language. Excellent written and oral communication skills.

Education

*Master of Science, Counseling, XYZ University, **Boston, MA***

*Bachelor of Arts, ABC College, **Saratoga Springs, NY***

Related Experience

*Guidance Counselor, **Whitman Charter High School, Boston, MA***

Sept. 2009 – Present

- Design and teach weekly course for high school seniors on college application process
- Meet individually with students to discuss courses, grades, behavior, college applications, and other issues and concerns
- Maintain contact with parents and guardians of students to develop a network of support and communication around each student
- Implemented use of new data program in the counseling office to help counselors track student progress

*Assistant College Counselor, **Levine Academy, Boston, MA***

Sept. 2007 – July 2009

- Met individually with high school seniors to discuss all aspects of the college application process
- Taught summer courses on college application process to ESL students and their families
- Organized college admission visits to the high school; moderated Q&A sessions and organized student interviews

*English Teacher's Aide, **Whitman Charter High School, Boston, MA***

Aug. 2006 – July 2007

- Led reading groups with ESL students during class to improve reading and comprehension
- Graded daily homework, essays, and other assignments
- Awarded Outstanding Aide of the Year for excellent work performance

*Assistant Teacher, **Sunrise Preschool, Saratoga Springs, NY***

Sept. 2003 – May 2006

- Worked with ESL children to improve English language skills
- Greeted parents and discussed their children's progress each day to promote communication between teachers and families
- Assisted teachers in daily activities and projects

Read More:

- [More Resume Examples](#)¹
- [Top 10 Resume Writing Tips](#)²
- [How to Create a Professional Resume](#)³
- [Resume Objectives](#)⁴

By [Alison Doyle](#), About.com Guide**Resumes:** [A - Z List](#)¹ | [Examples](#)² | [Templates](#)³ | [Objectives](#)⁴**Sample Targeted Resume - Human Resources****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
- Organizational and Strategic Planning
- Management Coaching
- Program Marketing
- Contract negotiation and compliance
- Knowledge of Federal and State Employment Law

PROFESSIONAL AFFILIATIONS

- Society of Human Resources Management
- Portland Human Resources Management Association

PROFESSIONAL EXPERIENCE**CLINICAL DIRECTOR***Riverbend Inc., 2002-2012*

- Senior Management of a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) accredited treatment facility. Responsible for all aspects of program management; clinical, administrative, fiscal.
- Responsible for recruiting, orienting, training and supervising 50 staff, was able to reduce staff turnover from 68% to 14% by improving staff orientation and training, professional development, and mid-level management coaching.
- Oversight of all aspects of staff performance; performance evaluation, progressive discipline, mediation of staff disputes and grievance procedures in accordance with state and federal laws.
- 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, 2000-2002*

- 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.
- Nominated as Training Coordinator for the West Seattle Mental Health Consortium, providing training as the trainer or contracting with relevant professionals to provide training in the areas of culturally relevant services, professional ethics and law, and areas of professional development as requested by staff members.
- Concurrently completed a two-year certificate program in Organizational Development and Leadership as the recipient of a merit scholarship by the Microsoft Corporation.
- Independent Consultant to several small businesses, law firms, non-profit agencies and school districts on staff grievance procedures, team building and the setting and achieving of organizational goals.

PROGRAM DIRECTOR*Family Reconciliation Services, 1990-2000*

- Provided program management of the largest FRS contract in Washington State.
- FRS was responsible for providing in-home crises counseling to families on a 24/7 basis.
- Responsible for the recruitment, orientation, supervision and performance evaluation of up to 45 Master's level clinicians.

- During this 10-year period, increased the ethnic diversity of staff from 0% to 36% and provided more culturally relevant services to the community served.
- Served as organizational and clinical consultant to a variety of organizations including Bellevue School District; Port S'klallam Tribal Health Board; Eastside Mental Health; Renton Area Youth & Family Services; as well as several businesses and law firms.
- Completed the training required to become an American Association of Marriage and Family Therapists (AAMFT) Approved Supervisor.

CLINICAL DIRECTOR - Chemical Dependency Treatment Programs

Rogue Valley Medical Center, 1987-1990

- Hired by the medical center to design and implement a residential treatment program.
- Responsible for the recruitment and hiring of all staff; medical, administrative and clinical.
- Responsible for public relations and Program Marketing.
- Developed compensation structure and performance management and employee training and evaluation structures.
- Developed an on-going training program for nursing and clinical staff and served as a liaison between the hospital and the community providing training to community partners; schools, the police department and relevant medical and mental health professionals.
- Designed and brought into existence a family education and support structure for the community.

EDUCATION

- Senior Professional Human Resources (SPHR) certification course work completed
- The Whidbey Institute, Organizational Development and Leadership
- University of Heidelberg, Germany, Psy.D in Clinical Psychology
- University of California at Berkeley, BA in Philosophy and German

[How to Write a Targeted Resume](#)⁵

Suggestions on how to write a targeted resume, along with a sample job posted and matching targeted resume.

Resume, CV, and Job Letter Samples:

- [Sample Resumes](#)⁶
- [Sample Cover Letters](#)⁷
- [Sample Curriculum Vitae](#)⁸
- [Sample](#)⁹ [Job Letters](#)¹⁰ - letters to accept a job, decline a job, withdraw your application and other employment-related correspondence.

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8. <http://jobsearch.about.com/library/samples/blsampleCurriculumVitae.htm>
9. <http://jobsearch.about.com/od/morejobletters/a/lettersamples.htm>
10. <http://jobsearch.about.com/od/morejobletters/a/lettersamples.htm>

Sample Mini Resume

John Smith
848 Abbott Road
Stillfield, CT 08888
999-999-999
jsmith@abcd.com

Computer Programmer

- Five years experience in successful design, development, and support of live use applications.
- C++, Java, C, ASP.NET, SQL, MS Visual Studio, Eclipse, JBoss, Tomcat.
- Certifications: CCNA, Unicenter Certified Engineer.