

Types of Resumes

The Basics

Your resume must be an engaging synopsis of your professional strengths. Your goal is to provide a one-page representation of your accomplishments. Your dream resume is a well-organized, well-written, visually-appealing, immaculately-presented testament of your credentials that will make any worthy prospective employer want to give you an interview. The information in this section is designed to help you make your dream resume a reality.

Preparing your resume takes time. You should complete your resume before beginning your job search campaign.

Down to Business

Technically speaking, there are three major types of business resumes: chronological, functional, and a third type that is a combination of the other two. All resumes include certain essential information: You must provide your basic personal data (name, address, phone number and an e-mail address) and your qualifications for employment.

The Chronological Resume

As you might expect, the chronological resume itemizes a candidates' work experience by time frame—beginning with the most recent employment and works back to earlier positions. Each job entry includes the name of the organization, dates of employment, and a description of the position and responsibilities held. Recent graduates should list their education in separate category above their work experience, as this is probably both their most significant and most recent qualification.

The Functional Resume

The functional resume categorizes and organizes your work experience by your skills and abilities, but it does not include the names and dates of places of previous employment. Usually, prospective employers will expect to see this information on your resume, so it is rare that a functional resume will be considered sufficient.

The Combination Resume

The combination resume is a compromise between the other two types of resumes. The combo highlights your strengths by placing your skills, focus and abilities at the beginning, and the vital employment information used in a chronological resume toward the end.

The chronological resume is the most common and traditional resume. You will come across it more often than any other in virtually every type of business. It is recommended that everybody write a chronological resume. It is the resume you will use more often and it is what employers expect to see. However, there are some exceptions to this rule of thumb, and one of them is that as a recent graduate, you may not have an overwhelming amount of work experience to list in a chronological resume. In this case, you may opt to make use of the combination resume, since this will give you an opportunity to better emphasize your skills and de-emphasize—but still include—your limited business experience.