

What is a Resume?

A resume is a personal summary of your skills, knowledge, training and experience. These attributes are your qualifications for future employment.

Purpose of a Resume

A resume has two purposes:

- To highlight your skills, qualifications and accomplishments as they relate to a specific job or career area
- To get you an interview

Two Basic Types of Resumes

CHRONOLOGICAL RESUME ~ emphasizes work experience, in reverse chronological order, listing most recent job first.

FUNCTIONAL RESUME ~ emphasizes skills and talents you have developed and de-emphasizes job titles, employers names, and dates.

- This format can be helpful if you have little job experience, are a recent graduate, have gaps in work history or are changing career fields.
- The main purpose of a functional resume is to better the chances of candidates whose qualifications might look weak in the chronological resume format.

What Should I Know About Resumes?

- A good resume will highlight specific skills and accomplishments and target them for a specific job or career area.
- Don't write a lengthy history of every job duty you have ever had.
- Instead, focus on what you have to offer and what the employer needs. Keep it short and to the point.