

Lesson 3: Types of Resumes

This lesson deals with the different kinds of resumes you can put together for a position.

There are four standard types of resumes.

- Chronological
- Functional
- Combination
- Targeted

Chronological

A chronological resume starts with your most recent job and works backward through your experience. It might include a resume objective or career summary before the list of work experiences. This type of resume is preferred by most employers.

This type of resume is good for:

- someone with a solid work history;
- if your experience matches the job you are applying for; and
- when there are no gaps in your work history.

Functional

A functional resume focuses on skills and experience first. Employment history is still listed, but it is second in importance.

This type of resume is good for:

- someone who has gaps in their employment;
- people who are in the middle of a career change;
- if you are a recent college grad with limited work experience; and
- if you have a diverse background with no clear career path.