



## Definition & Format of Resumes

When applying for a position at a business organization, even a research position, you will usually be required to provide a résumé. Below is a discussion of the different formats available and the rationale for when you should use each format. A template for a skills résumé, the most commonly used résumé format, is provided for your review.

### The Three Types of Résumés

There are three types of résumés commonly used in applying for job positions: a chronological résumé, a functional, and a skills résumé:

#### Chronological Résumé

A chronological résumé begins by listing your work history, with your most recent position listed first. Your jobs are listed in reverse chronological order with your current or most recent job, first.

#### Functional Résumé

A functional résumé focuses on your skills and experience rather than focusing on your work history. A functional résumé is often used by people who are either changing careers or who have gaps in their employment history.

#### Skills Résumé or Combination Résumé

A combination résumé or a skills résumé is one that lists your skills and experience first, and then your employment history is listed next. This type of format fits most circumstances better than the other two types, because it allows you to highlight the skills you have that are relevant to the position you are applying for, and at the same time, also provide the chronological work history that many employers prefer. In addition, it is recommended that you should not use a statement that describes your specific goals at the top of your résumé because it can limit your choices. Instead, it is preferable, in most cases, that you include that information in a cover letter. Typical sections of a skills résumé are:

Contact Information (name, address, telephone, fax, email)

Employment Objective (*optional*)

Summary of Qualifications

Education

Certifications and Computer Skills

References (upon request). This statement is optional if you can provide three letters of recommendation with your Résumé ahead of your interview.

Professional Experience

Professional Organizations (*optional*)

Professional Development (*optional*)

Interests (*optional*)

Personal Data (*optional*)



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