The Basic Types of Resumes
by Grant Cooper, CRW
CareerPro of New Orleans
yww@gs.net

It is helpful to remember that there are four essential résumé types:

Chronological
This is the most basic type of resume composition, simply listing your employment positions in chronological order, most recent first. This type of resume is considered too simple to provide the leverage you will need in a competitive selection process.

Functional
Functional resumes do not highlight the chronological nature of your career, but instead focus on broad areas of skill and competence. They are most often used by people with serious gaps in their employment history, or the need to stress capabilities as opposed to a stable job history. While functional resumes were popular in the late '80s and early '90s, they are considered too vague, evasive, and verbose by today's HR departments, who are eager for specifics and thorough documentation of your job history.

Future Resume
Students and those with little actual job experience often require a "future" resume which emphasizes their education, training, and internships.

Combination / Accomplishment-Based
This format is definitely the most effective for today's professionals, and has become the accepted standard for Fortune 500 companies, as well as rapidly growing dot coms and high-tech firms. This is the type of resume Strategic Résumés® writes for its customers. It combines the traditional chronological listings and job descriptions in combination with a no-fluff, detailed summary stating major qualifications, as well as a detailed documentation of specific accomplishments, assigned projects, numeric achievements, and any recognition received for each position. Education, even if attained some years previously, is given more comprehensive treatment, as opposed to a simple statement of degree. Employees want to know if you are the cream of the crop; what you accomplished in college, however long ago, helps to paint that picture.