

## Resume

A *résumé*, sometimes spelled *resumé* or *resume*, is a document used by individuals to present their background and skillsets. Resumes can be used for a variety of reasons but most often to secure new employment. A typical resume contains a summary of relevant job experience and education. The resume is usually one of the first items, along with a cover letter and sometimes job application packet, that a potential employer encounters regarding the job seeker and is typically used to screen applicants, often followed by an interview, when seeking employment. The resume is comparable to a curriculum vitae (CV) in many countries, although in English Canada, the United States and Australia a *résumé* is substantially shorter than CV.

In many contexts, a resume is short (usually one to three pages), and directs a reader's attention to the aspects of a person's background that are directly relevant to a particular position. Many resumes contain keywords that potential employers are looking for, make heavy use of active verbs, and display content in a flattering manner.

Since increasing numbers of job seekers and employers are using Internet-based job search engines to find and fill employment positions, longer resumes are needed for applicants to differentiate and distinguish themselves, and employers are becoming more accepting of resumes that are longer than two pages. Many professional resume writers and human resources professionals believe that a resume should be long enough so that it provides a concise, adequate, and accurate description of an applicant's employment history and skills. A resume is a marketing tool in which the content should be adapted to suit each individual job application and/or applications aimed at a particular industry. The transmission of resumes directly to employers became increasingly popular as late as 2002. Job seekers were able to avoid the job application process and reach employers through direct email contact and resume blasting, a term meaning the mass distribution of resumes to increase personal visibility within the job market. However the mass distribution of resumes to employers can often have a negative effect on the applicant's chances of securing employment as the resumes tend not to be tailored for the specific positions the applicant is applying for. It is usually therefore more sensible to adjust the resume for each position applied for.

The complexity and simplicity of various resume formats tend to produce results varying from person to person, for the occupation, and to the industry. It is important to note that resumes or CV's used by medical professionals, professors, artists and people in other specialized fields may be comparatively longer. For example, an artist's resume, typically excluding any non-art-related employment, may include extensive lists of solo and group exhibitions.

## Styles of Resumes

A simple resume is a summary typically limited to one or two pages of size A4 or Letter-size highlighting only those experiences and credentials that the author considers most relevant to the desired position. CV's are typically longer.

Resumes may be organized in different ways. The following are some of the more common formats:

### Reverse Chronological Resume

A reverse chronological resume organizes a candidate's job experiences in reverse chronological order, generally covering the last 10 to 15 years. Positions are listed with start and end dates. Current active positions on a resume typically have the start date listed to present or the current year. Both are considered acceptable.

The reverse chronological resume format is most commonly used by those who are not professional resume writers. In using this format, the main body of the document becomes the Professional Experience section, starting from the most recent experience going chronologically backwards through a succession of previous experience. The reverse chronological resume works to build credibility through experience gained, while illustrating career growth over

time and filling all gaps in a career timeline. A chronological resume is not recommended in the event that the job seeker has gaps in his career summary.

### **Functional Resume**

A functional resume lists work experience and skills sorted by skill area or job function.

The functional resume is used to assert a focus to skills that are specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. In contrast, the chronological resume format will briefly highlight these competencies prior to presenting a comprehensive timeline of career growth via reverse-chronological listing with most recent experience listed first. The functional resume works well for those making a career change, having a varied work history and with little work experience. A functional resume is also preferred for applications to jobs that require a very specific skill set or clearly defined personality traits. A functional resume is a good method for highlighting particular skills or experience, especially when those particular skills or experience may have derived from a role which was held some time ago. Rather than focus on the length of time that has passed, the functional resume allows the reader to identify those skills quickly.

### **Hybrid (Combination) Resume**

The hybrid resume balances the functional and chronological approaches. A resume organized this way typically leads with a functional list of job skills, followed by a chronological list of employers. The hybrid (combination) resume has a tendency to repeat itself and is therefore less widely used than the other two.

### **Online Resume**

The Internet has brought about a new age for the resume. As the search for employment has become more electronic, resumes have followed suit. It is common for employers to only accept resumes electronically, either out of practicality or preference. This electronic boom has changed much about the way resumes are written, read, and handled.

Job seekers must choose a file format in which to maintain their resume. Many employers, especially recruitment agencies on their behalf, insist on receiving resumes as Microsoft Word documents. The old Word (.doc 1997–2003) version is the preferred version. Others will only accept resumes formatted in HTML, PDF, or plain ASCII text.

Many potential employers now find candidates' resumes through search engines, which make it more important for candidates to use appropriate keywords when writing a resume.

Many large employers use electronic resume processing systems to handle large volumes of resumes. Job ads may direct applicants to email a resume to their company or visit their website and submit a resume in electronic format.

Keeping resumes online has become increasingly common for people in professions that benefit from the multimedia and rich detail that are offered by an HTML resume, such as actors, photographers, graphic designers, developers, dancers, etc.

Job seekers are finding an ever increasing demand to have an electronic version of their resume available to employers and professionals who use Internet recruiting at any time.

For job seekers, taking resumes online also facilitates distribution to multiple employers via Internet. Online resume distribution services have emerged to allow job seekers to distribute their resumes to employers of their choices via email.

Another advantage to online resumes is the significant cost savings over traditional hiring methods. Prior to the development of resumes in electronic format, employers would have to sort through massive stacks of paper to find suitable candidates without any way of filtering out the poor candidates. Employers are now able to set search parameters in their database of resumes to reduce the number of resumes which must be reviewed in detail in the search for the ideal candidate.

Finally, the Internet is enabling new technologies to be employed with resumes, such as video resumes—especially popular for multimedia job seekers. Another emerging technology is graphic-enabled resumes.