

Resume Types

While there are a variety of types, resumes are either experience-based or skill-based. The type of resume you decide on should be chosen by evaluating what will best showcase your strengths, abilities, and experiences. You may even create a "hybrid," i.e., a combination of the two major types. The information below explains the main resume types while the reverse side of this sheet provides examples of each. Further examples can be found in the Job Search section of our career library.

EXPERIENCE-BASED RESUMES

Known as the **chronological** resume, this traditional format is most trusted by the greatest number of employers. It lists education and work experiences in reverse chronological order, starting with the most recent and working backward. Use this if your most recent experience(s), paid or unpaid, are your most relevant experience(s), and align with your objective. It also works well if your experiences have been progressively more responsible. The chronological resume may not be the one for you to use if your recent experience does not relate to your current goals, if you gained your transferable skills by means other than paid positions or internships, or if you have gaps in your employment history.

SKILL-BASED RESUMES

There are two main types:

Targeted - This term was coined by Tom Jackson, author of [The Perfect Resume](#). The "heart" of a targeted resume is a section, usually called "capabilities," that tersely presents individual strengths that relate to the person's objective. It is key to list your top skills and qualities (usually five to eight of them) and to support each with at least one example. If you complete our "Top Ten Reasons to Hire Me," Ready Reference Sheet, you will have the major portion of your targeted resume nicely completed.

This format works best if you have little experience in your field of interest but do have pertinent transferable skills. Since it is very different from the traditional resume approach, some employers may not receive it well, i.e., they may question how/where you gained the strengths that you say you have. You can ameliorate this concern by including a brief "Employers & Positions" section near the end of your resume and by referring to specific roles and organizations in the main body.

Functional - Similar to the targeted but, rather than listing separate skills and qualities, you group them into four or five functional areas - "Teaching," "Technology," "Supervision," "Finance," "Research," "Creativity," etc. The functional areas are determined and prioritized according to your objective and your knowledge of yourself. You may place information from several different experiences in one functional area; skills and knowledge gained from course work, volunteer work, and a paid job could all be described in "Research," for example. Also, it is acceptable to use the same experience in more than one area. For example, your summer job in a bank may provide evidence of skills in both "Finance" and "Supervision."

Like the targeted format, the functional can enable you to present pertinent, transferable skills gained in internships, activities, volunteer work, or academic endeavors. It can help convince the employer that you have the strengths to do the job even if you don't have direct experience in the field. If you have held several jobs in different fields, this format can highlight the experiences that are most relevant to your career goals. It has the same potential credibility problem as the targeted resume in that employers usually want to know where you got the skills and knowledge you say you have.

CHRONOLOGICAL

The chronological format works well in this case. Jane's experiences relate directly to her objective.

Jane Wayne
3 Paine Lane
Bane, Maine 30425
phone: (206) 425-6025
e-mail: jaw@home.com

Note that the course work and the activities section supports Jane's objective.

OBJECTIVE

A full-time position as an environmental educator.

EDUCATION

Cornell University B.S. Natural Resources, May 2008

SELECTED COURSE WORK

Field Experience in Education
The Environment
Environmental Conservation
Ichthyology

Environmental Law
Oral Communications
Field Biology
Effective Listening

Natural Resources Planning Ethics &
Wetlands Ecology
Natural Resources Economics
Geographic Information Systems

EXPERIENCE

Environmental Education Intern, Acadia National Park, Mount Desert Island, ME Summer 2007
Developed and presented educational programs for children in grades three through six. Led activities at sixth grade natural resource camp which consisted of eight three-day sessions in lake study, forest study, weather map/compass, mountain hikes, and night activities. Complimented by supervisor for working extra hours to assist children with special needs.

Assistant Coordinator, Cornell Environmental Sciences Interns Program, Ithaca, NY Summer 2006
Helped coordinate a six-week environmental sciences internship for 20 underrepresented and disadvantaged high school students. Planned career exploration component, arranging for six guest speakers for Career Fair. Placed students with appropriate research mentors and interacted with them on a daily basis to ensure their enjoyment of and active participation in the program.

Teaching Assistant in Introductory Field Biology, Cornell University, Ithaca, NY Fall 2005
Led tree identification classes, supervised field trips, maintained teaching specimens, created examination questions, and tutored students. Commended by students and professor for familiarity with extensive course material and for approachability.

Intern, Cornell Cooperative Extension, Ithaca, NY Summer 2005
Planned Orleans County's Sixth Grade Conversation Field Days for Spring 1997. Contacted instructors, donors, and participating schools. Compiled instructional packets for teachers to use in classroom exercises. Created and presented nature lessons for 4-H Club. Wrote news releases for publication. Commended for my work by mentor and directors.

ACTIVITIES

Active member of Cornell Greens, National Wildlife Federation, and Natural Resources Defense Council.
Avid hiker and backpacker. Enjoy music, sports, and reading.

SPECIAL SKILLS

- Computer literate in a variety of programs on Macs and PCs, including Adobe PageMaker, Filemaker Pro, Power Point, Excel, MS Word, Lotus 1-2-3, Word Perfect.
- Can read, speak, and write in Spanish.

FUNCTIONAL

Jane A. Wayne

Room #1234 Balch Hall; Cornell University; Ithaca, New York, 14853; 607/234-5678; jaw1@cornell.edu
3 Paine Lane; Bane, Maine, 30425; 206/425-6025

Note how the three functional areas support the objective.

OBJECTIVE

A full-time position as an environmental educator.

EDUCATION

Cornell University B.S. Natural Resources, May 2008

SELECTED COURSE WORK

Field Experience in Education • Environmental Law • Natural Resources Planning • Oral Communications • Ethics & The Environment • Wetlands Ecology • Environmental Conservation • Field Biology • Natural Resources Economics • Ichthyology • Effective Listening • Geographic Information Systems

SUMMARY OF SKILLS

Teaching

- Developed and presented educational programs for elementary school children.
- Compiled instructional packets for teachers to use in classroom exercises.
- Created and presented nature lessons for 4-H Club. Commended for my work by mentor and directors.
- Led tree identification classes, supervised field trips, maintained teaching specimens, created examination questions, and tutored students.
- Helped coordinate a six-week environmental sciences internship for 20 underrepresented and disadvantaged high school students.

Outdoor

- Led activities at sixth grade natural resource camp - eight three-day sessions in lake study, forest study, weather, map/compass, mountain hikes, and night activities.
- Have climbed 12 high peaks in Adirondacks.
- Avid hiker and backpacker since age 10.
- Capable of spending many days alone in remote areas. Own complete field gear.

Communication

- Contacted instructors, donors, and participating schools for Orleans County's Sixth Grade Conservation Field Days for Spring 1997.
- Have had leadership role in my living unit as well as with the Cornell Greens.
- Completed a course in Oral Communication and received an A-.

EMPLOYERS & POSITIONS

Environmental Education Intern, Acadia National Park, Mount Desert Island, ME, Summer 2007.
Assistant Coordinator, Cornell Environmental Sciences Interns Program, Ithaca, NY, Summer 2006.
Teaching Assistant, Introductory Field Biology, Cornell University, Ithaca, NY, Fall 2005.
Intern, Cornell Cooperative Extension, Ithaca, NY, Summer 2005.

ACTIVITIES

Active member of Cornell Greens, National Wildlife Federation, and Natural Resources Defense Council.
Avid hiker and backpacker. Enjoy music, sports, and reading.

SPECIAL SKILLS

Computer literate in a variety of programs on Macs and PCs, including Adobe PageMaker, Filemaker Pro, Power Point, Excel, MS Word, Lotus 1-2-3, Word Perfect.
Can read, speak, and write in Spanish.

MODIFIED CHRONOLOGICAL

Jane Wayne

3 Paine Lane, Bane, Maine, 30425
(206) 425-6025 jaw@home.com

- Objective** A 4-H position in Cooperative Extension. Combining my interest in teaching young people with my knowledge of science and the environment.
- Education** **Cornell University**, B.S. Natural Resources, May 2008
- Selected Course Work**
- | | |
|-------------------------------|--------------------------|
| Field Experience in Education | Field Biology |
| Oral Communications | Environmental Law |
| Environmental Conservation | Ethics & the Environment |
| Natural Resources Planning | Wetlands Ecology |
- Extension Experience** **Intern**, Cornell Cooperative Extension, Ithaca, NY Summer 2005
Created and presented nature lessons for 4-H Club members. Provided extra assistance to students, as necessary, and established friendly rapport with each young person. Planned Orleans County's Sixth Grade Conversation Field days for Spring 1997; contacted instructors, donors, and participating schools. Compiled instructional packets for teachers to use in classroom exercises. Wrote news releases for publication. Commended for my work by mentor and directors.
- Additional Experience** **Environmental Education Intern**, Acadia National Park, Mount Island, ME Summer 2007
Developed and presented educational programs for children in grades three through six. Led activities at sixth grade natural resource camp consisting of eight three-day sessions in lake study, forest study, weather, map/compass, mountain hikes, and night activities. Complimented by supervisor for working extra hours to assist children.
- Assistant Coordinator**, Cornell Environmental Interns Program, Ithaca, NY Summer 2006
Helped coordinate a six-week environmental sciences internship for 20 underrepresented and disadvantaged high school students. Planned career exploration component, arranging for six guest speakers for Career Fair. Placed students with appropriate research mentors and interacted with them on a daily basis to ensure their enjoyment of and active participation in the program.
- Teaching Assistant** in Introductory Field Biology, Cornell University, Ithaca, NY Fall 2005
Led tree identification classes, supervised field trips, maintained teaching specimens, created examination questions, and tutored students.
- Activities** Active member of Cornell Greens, National Wildlife Federation, and Natural Resources Defense Council. Avid hiker and backpacker. Enjoy music, sports, and reading.
- Special**
- Computer literate in a variety of programs on Macs and PCs, including Adobe PageMaker, **Skills** Filemaker Pro, Power Point, Excel, MS Word, Lotus 1-2-3, Word Perfect.
 - Can read, write, and speak Spanish.

Note that "Extension Experience" has been placed in its own functional category to give it more prominence.

TARGETED

Jane Wayne

Good format for this objective. It enables Jane to convey key strengths that would be difficult to present in the chronological.

3 Paine Lane, Bane, Maine, 30425
(206) 425-6025 jaw@home.com

OBJECTIVE

A position as a field technician. I am especially interested in water quality research.

Note that each strength is backed by specific examples.

EDUCATION

Cornell University, B.S. Natural Resources, May 2008

CAPABILITIES

- **College preparation.** Have completed 14 credits in biology with strong grades. Cornell course work includes Field Biology, Wetlands Ecology, Ichthyology, Geographic Information Systems, and Water Status in Plants and Soils.
- **Field experience.** As teaching assistant for Introductory Field Biology at Cornell, led tree identification classes in the field. Completed additional field work through the course, Techniques in Fishery Science & Wetland Resources.
- **Outdoor skills.** Avid hiker and backpacker since age 10. Have climbed 12 high peaks in Adirondacks. Own complete field gear. Capable of spending many days alone in remote areas. Led sixth grade students on mountain hikes and taught them to use maps and compass.
- **Strong interpersonal skills.** Have had leadership role in my living unit as well as with the Cornell Greens. Interacted with Cornell professors and high school students in arranging a successful summer career fair. Often described as "friendly" and "a team player".
- **High energy level.** Have worked all summers since age 16. Covered 40% of college costs through summer and on campus jobs. Can complete 12 hour hikes over rough terrain.
- **Computer literate.** Can use a variety of programs on Macs and PCs, including MS Word, Excel, Lotus 1-2-3, Word Perfect, Filemaker Pro, Power Point, and Adobe PageMaker.
- **Can adapt easily to new environments.** Have lived in four states. Spent a summer on West Coast and another in Washington, D.C.
- **Dependable.** Never quit a job. Have received positive evaluations from all my employers.

ACCOMPLISHMENTS

- Learned to be proficient in Spanish - reading, speaking and understanding
- Awarded Morgenthau Memorial Scholarship for academic achievement in Conservation and Natural Resources
- Received "A" in Field Biology at Cornell; later served as Teaching Assistant in course
- Selected to attend Environmental Careers Organization National Career Conference in Washington, DC as one of three students from Cornell University

EMPLOYERS & POSITIONS

Environmental Education Intern, Acadia National Park, Mount Desert Island, ME, Summer 2007.
Assistant Coordinator, Cornell Environmental Sciences Interns Program, Ithaca, NY, Summer 2006.
Teaching Assistant, Introductory Field Biology, Cornell University, Ithaca, NY, Fall 2005.
Intern, Cornell Cooperative Extension, Ithaca, NY, Summer 2005.

This section adds credibility to the resume.