



RESUME 101

Step 2: Types, Styles & Components



A RESUME TELLS YOUR STORY

- Your resume is NOT just a list of jobs
- It should present a “picture” of who you are and the SKILLS you have to offer
- Identify your transferable skills



How will an employer see your strengths in your resume?

TYPES OF RESUMES

Resume vs. Curriculum Vitae (CV)

Resume

- A 1-2 page document that summarizes experiences
- Customized to the needs of the specific job

CV

- An in-depth document that is highly detailed, covers entire career
- It does not change for different positions

STYLES OF RESUMES

Chronological

- Organized by employer & titles with the most recent position listed first

Functional

- Focuses on professional skills and experiences you have gained from your employment, internships, volunteer opportunities etc

Hybrid

- A combination of the Chronological and Functional

THERE ARE MANY IMPORTANT ASPECTS TO A RESUME

Everyone has a different way of putting one together and in most cases, there is no "right way" or "wrong way."



The KEY to a successful resume...
skill identification and presentation!

NEED MORE HELP?

Visit

Community Engagement & Career Development Office

100 Payson Smith Hall

Portland Campus

(207) 228.8091

usmcareers@maine.edu

Visit us online: usm.maine.edu/cecd