

## 3.) Types of Resume

### **Chronological Resume:**

A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This type of resume works well for job seekers with a strong, solid work history.

### **Mini resume**

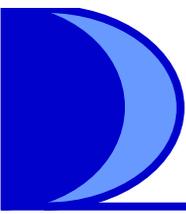
A mini resume contains a brief summary of your career highlights and qualifications. It can be used for networking purposes or shared upon request from a prospective employer or reference writer who may want an overview of your accomplishments, rather than a full length resume.

### **Targeted Resume:**

A targeted resume is a resume that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted resume than to just click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

### **Functional Resume:**

A functional resume focuses on your skills and experience, rather than on your chronological work history. It is used most often by people who are changing careers or who have gaps in their employment history.



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### Sample of Functional Resume

**Jose A. Adel**  
**1525 Jackson Street, City, NY 11111**  
**Phone: 555-555-5555**  
**Email: [jadelo@bac.net](mailto:jadelo@bac.net)**

#### **OBJECTIVE**

To obtain a position where I can maximize my multilayer of management skills, quality assurance, program development, training experience, customer service and a successful track record in the Blood Banking care environment.

#### **SUMMARY OF QUALIFICATIONS**

Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in the blood banking, training and communication transmission industries. Experience in phlebotomy, blood banking industry, training, quality assurance and customer service with focus on providing the recipient with the highest quality blood product.

#### **PROFESSIONAL ACCOMPLISHMENTS**

##### **Program/Project Manager**

Facilitated educational projects successfully over the past two years for Northern California blood centers, a FDA regulated manufacturing environment, as pertaining to GMP, CFR's, CA state and American Association of Blood Bank (AABB) regulations and assure compliance with 22 organization quality systems.

#### **EDUCATION**

Associate of Art, Administration of Justice, San Jose University,  
San Jose, CA

NCTI Certified, CATV System Technician, Denver, CO

ABM Certified, Cornerstone Technician, Denver, CO