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## RESUME TYPES

## ТИПЫ РЕЗЮМЕ

**Serebryakova V.**

Vitebsk state technological university, Belarus, e-mail: valerianaw@tut.by

**Серебрякова В. В.**

Витебский государственный технологический университет, Беларусь

### ABSTRACT

*RESUME, SUMMARY OF EDUCATION, WORK EXPERIENCE, SKILLS, ACHIEVEMENTS, KEYWORDS*

*This paper is of scientific interest in the study of modern resume. The work considers in detail the features of the*

### АННОТАЦИЯ

*РЕЗЮМЕ, ОБРАЗОВАНИЕ, ОПЫТ РАБОТЫ, ОСНОВНЫЕ ДОСТИЖЕНИЯ, КЛЮЧЕВЫЕ СЛОВА*

*В данной статье с научной точки зрения исследуется природа современного резюме. В работе детально рассматри-*

*resume and their specific using. Making up a professional resume, you need to use keywords to make an advertisement resume. The choice of a specific type of resume depends on the position claimed by the applicant. Everyone knows that to apply for a job you need a competent resume. And in order to compile it correctly, you must first learn what resume is as a genre and type of text.*

*ваются особенности различных типов резюме и специфика их использования. Профессиональное резюме должно включать ключевые слова, чтобы в последующем служить рекламой соискателя. Выбор типа резюме зависит от должности, заявленной соискателем. Для удачного собеседования необходимо иметь компетентно составленное резюме. Для правильного составления резюме необходимо понимание того, что резюме – это особый жанр и тип текста.*

## INTRODUCTION

A resume is a written compilation of your education, work experience, credentials, and accomplishments. Most professional positions require applicants to submit a resume and cover letter as part of the application process.

Your resume is the first document a hiring manager will look at when reviewing your application, and therefore is a true «first impression». Accordingly, it's important to put time and effort into developing and maintaining an updated, accurate resume.

You should think about a resume as «self-advertisement» that sums up your experience on one page. Your resume is one of the most important pieces of your job application. It gives the hiring manager an overview of the qualifications you have for the job for which you're applying. A resume is typically sent with a cover letter, which is a document that provides additional information on your skills and experience in letter form [1].

### **Thinking about your experience**

An impressive resume lays out a summary of qualifications that will push the hiring manager or employer to move forward and invite you to interview for the position.

Besides details on skills, education, and work history, resumes can also have optional sections, such as an objective, summary statement, skills, or career highlights. Those sections can be added after you've compiled all the factual information you need to list on your resume.

Resume can be helpful to sit down with a pen and paper, or a blank Word document, and jot down their work history from start to finish. of course, if you have been in the workforce for many years, this is not going to be time-efficient, so you may choose to focus on your most prominent and relevant positions [2].

### **Concentrate on Your Achievements**

According to the writing the descriptions for the jobs you've held, focus on what you

accomplished in each position rather than what you did. Listing quantifiable achievements in a numerical manner (increased sales 20 %, reduced expenses by 10 %, for example) will help your resume stand out. Be sure to match those accomplishments to the criteria the employer is seeking in the job posting [3].

## TYPOLOGY OF A RESUME

### **Thinking about a Resume Style**

There are several basic types of resumes used to apply for job openings. Before you spend time writing up all the details around each position you've had, you should decide what style of resume to use, as that can affect how you describe, organize, and list your experience, education, skills, qualifications, and other credentials for employment.

#### 1. A chronological resume.

It starts by listing your work history, with the most recent position listed first. Below your most recent job, you list your other jobs in reverse chronological order. 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 is the most common resume type.

This resume works well for job seekers with a strong, solid work history. If you are starting your career, or if you are changing career fields, you might consider a different resume type.

#### 2. A functional resume.

It focuses on your skills and experience, rather than on your chronological work history. Instead of having a «work history» section at the top of your resume, you might have a «professional experience» or «accomplishments» section that lists various skills you have developed over the years.

A functional resume also sometimes includes a resume summary or headline at the top, which details a person's skills and achievements. A functional resume might not include one's employment history at all or might have a concise list of work history at the bottom of the resume.

This type of resume is used most often by people who are changing careers or who have gaps in their employment history. It is also useful for people who are new to the workforce, have limited work experience, or who have a gap in their employment. By highlighting skills rather than work history, one can emphasize that he or she is qualified for the job.

#### 3. A combination resume.

It is a mix between a chronological resume and a functional resume. At the top of the resume is a list of one's skills and qualifications. Below this is one's chronological work history. However, the work history is not the focus of the resume and typically does not take up much space on the resume.

Using this type of resume, you can highlight the skills you have that are relevant to the

job you are applying for, as well as provide your chronological work history. After all, most employers want to see your chronological work history, even if that history is not very extensive. This type of resume helps you highlight what makes you the best fit for the job, while still giving the employer all the information he or she wants.

#### 4. A targeted resume.

It is a resume that is customized to specifically highlight the experience and skills you have that are relevant to the job you are applying for. It takes more work to write a targeted resume than to 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 [4].

#### CONCLUSION

So if you want to write a good resume you should know what a resume is, what types of a resume are and use the most important tips for writing your resume. Start by mining your life experience and academic achievements to show that you'll be an asset to the company. Because resume is a big chance to advertise yourself and find a good job.

To write a profit-making resume, you must work through each section of the resume. View and analyze all your skills and achievements, think over what will be more profitable to look at the foreground of the resume. It is necessary to work out every step when writing the correct resume. Do not neglect sections, which at first glance seem unnecessary. After all, every word in the resume may or may not help you get a job.

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