

## The most asked questions about **Résumés...**

The Career Center is frequently asked to provide answers to questions about a variety of **résumé related questions**. **The following answers those questions.**

Question	CV-Curriculum Vitae	3 basic résumés*	
		*Not including Federal	
<b>What kind of resumes are there?</b>	Comprised of a full listing of all professional and educational experiences and includes a list of all published work; includes all relevant work and professional accomplishments relevant to research, governmental, industry, or academic lines of work	A brief summary of experience and skills most relevant to a specific job; may include awards, memberships, certifications, and statements of purpose/objectives	<b>Functional</b>
			Focus is on skills/coursework-used by those with little work experience, those changing careers, or with gaps in employment
			<b>Combo</b>
			Skills and relevant experience emphasized before work history
<b>How long should it be?</b>	Usually multiple pages, length does not matter	Usually 1-page and any longer should be for senior level jobs; more than 2 pages is not recommended in most cases	<b>Chronological</b>
			Emphasis is on work history
<b>Which should I use?</b>	Use for academic positions, research related jobs and most government or industry related positions	Suitable for most jobs other than Federal	

<b>What should I do about the font style and the layout?</b>	The font should be easy to read and draw the reader to the content by sections	The format and font is critical to direct attention to key elements and to set you apart from the generic applicant.
<b>Do I need more than 1-version?</b>	The CV is not modified much for different jobs since the content is intended to be broad and all encompassing of your professional contributions.	It is recommended that you have several different resumes tailored to fit each job that you apply for
<b>Should I list my references?</b>	References are a part of a CV.	References should not to be listed on a resume. They should be kept on a separate page and provided only when requested by the employer.
<b>How do I know if I have a good resume?</b>	Regardless of which kind you use, you should be getting an interview if your resume and application are of quality and emphasize the skills and background that the employer is looking for. Generally in today's economy it is reasonable to expect a 1-3.0% return on your applications. If you apply to 50 jobs, on average you should expect to be called for 1-2 job interviews. It is not unusual in a down economy to increase your applications and see only a nominal return. 70 to 100 applications may yield the same results when the market is saturated with highly qualified applicants.	