

3 RESUME TYPES

FUNCTIONAL RESUME, CHRONOLOGICAL RESUME AND COMBINATION RESUME

Choose the RESUME FORMAT that best suits your education, experience and skills.

CHRONOLOGICAL RESUME FORMAT:

What is the chronological format?

Chronological is the most common of the 3 resume types or outlines. This format lists your education and experience in REVERSE chronological order, placing emphasis on your most recent dates and work experience first. This format is often the best way to start writing your resume from scratch as it starts with your current work and is easier to remember from current to less recent.

Use this resume format because;

- It is easy to read
- The most accepted resume format
- Ideal when you have a steady employment history with no major gaps or career changes
- Excellent itemized list of work history and positions
- Highlights recent experience first

Do NOT use this format if your work history is;

- Messy
- Inconsistent
- Has gaps in years
- Is very long
- When you seek a career change

FUNCTIONAL RESUME FORMAT:

What is the functional format?

This is a resume that presents the job seekers skills and experience without putting them in a chronological date order. Instead, the resume is created based on skills and experience and groups them according to these functions. The career history can be minimized to short detailed list of dates worked, company names and the position held.

Use this resume format to;

- Combines your skills that have been gained in a number of areas and groups them so they appear stronger.
- Include all type of experience: paid employment, volunteer work, student activities, work experience, classroom work, project work, social organization (e.g. club or team activities)
- Excellent option when the job seeker has a weak career history, but they have great skills. This resume minimizes your work history to the bottom of the resume.
- Emphasizes skills that you have perfected, what you have done and can do, rather than where or when you did it.
- This format is excellent for new job seeker with little or no career history such as recent graduates.
- This format is great for people who have been away from the career world and are re-entering after a break. It can emphasize your transferrable skills that apply to all workforces.
- This resume format is good for older workers who wish to de-emphasize the time span of their experience.
- This resume is very important to consider for applicants looking for a career change - change of field, sector or direction.

Not always the proper resume type to choose;

- This format is not always well received by employers.
- It is something thought that this resume style is designed to "hide something"! This is an important point, be careful and honest when using this format.
- Many online application systems request a timeline of employment, this format can be difficult to use under this request.

COMBINATION RESUME FORMAT:

What is the combination format?

This resume type begins with a functional summary of the job seekers most relevant qualifications, key skills, key abilities, and most relevant work experience. This resume type gives a chronological employment history but in a way that supports the summary. This resume is an excellent compromise if you'd like to use a functional format, and want to emphasize your skills, education and experience and de-emphasize your employment dates.

Positives about the Combination Resume format;

- Widely accepted by employer
- Excellent tool for giving chronological resume information but highlighting particular skills, experience and education for a specific position
- Useful resume format for highlighting your experience that might have been gained some time ago
- Tailoring your resume to a specific posting can be completed successfully within this type of format
- Excellent resume choice when your employment history has gaps
- Great format for justifying a career change.

Don't choose this resume type if;

- The employer is seeking detailed dates of employment